ActivPOS

user manual

September 2014

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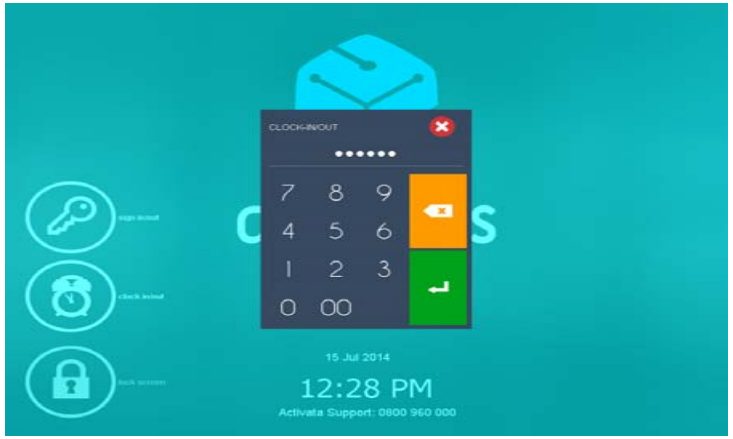
OVERVIEW

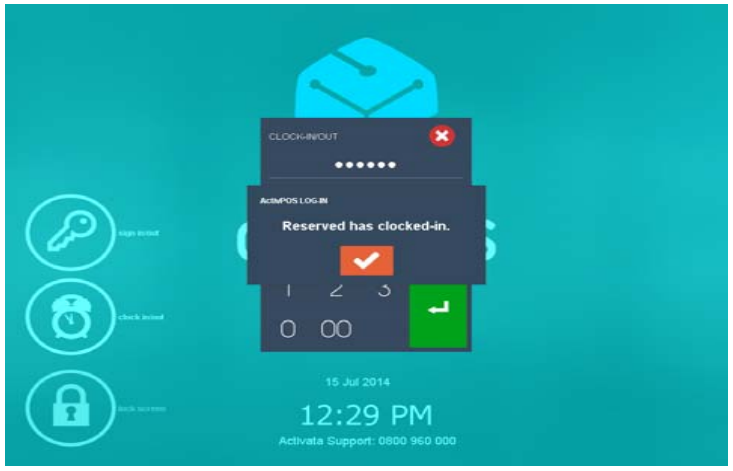
ActivPOS is a new retail POS software which features Activata functionality, product or item buttons with photos, open pricing functionality where a selling price can be entered upon placing an order, fruits and vegetables tab where specific weight (in kilograms) can be entered upon selecting an item, lookup functionality where the operator can search for a particular product or item, order viewer where orders can be refunded or duplicate receipt can be printed out, various reports like POS X Reading, Sales Inquiry and Product Analysis and maintenance modules for products, employees, suppliers and promo items.

CLOCK IN

To clock in, press **CLOCK IN / OUT** button.

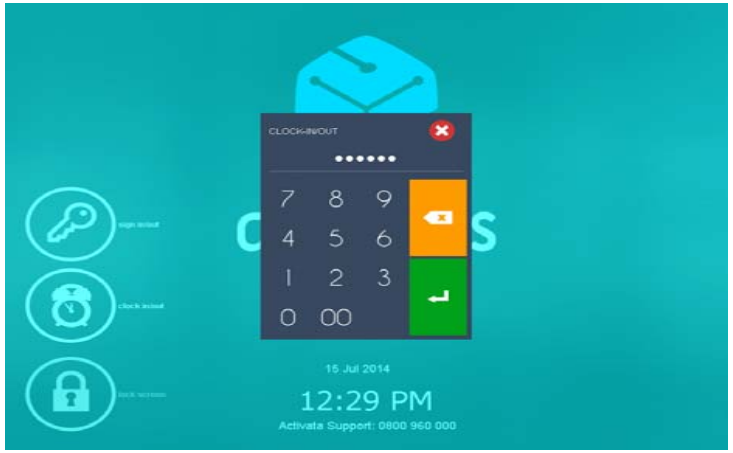


Enter the employee number then press **ENTER** button. A confirmation message will appear.

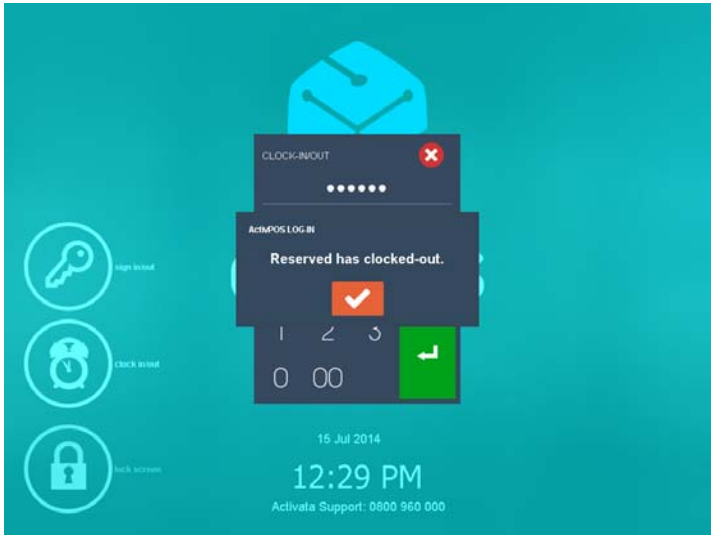


CLOCK OUT

To clock out, press **CLOCK IN / OUT** button.

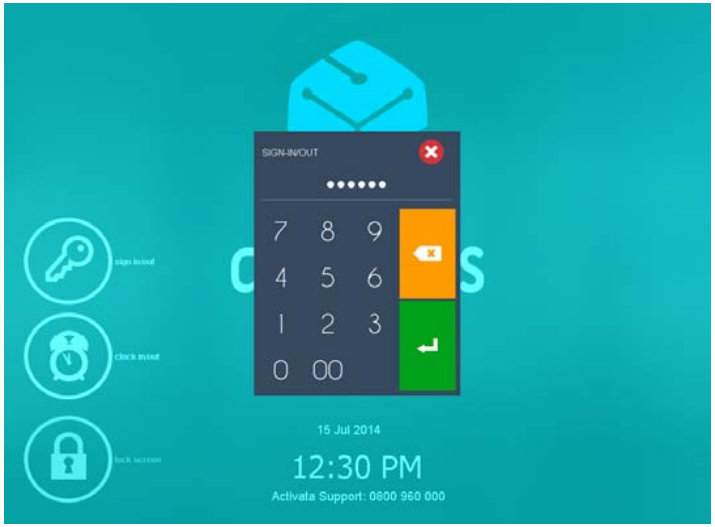


Enter the employee number then press **ENTER** button. A confirmation message will appear.

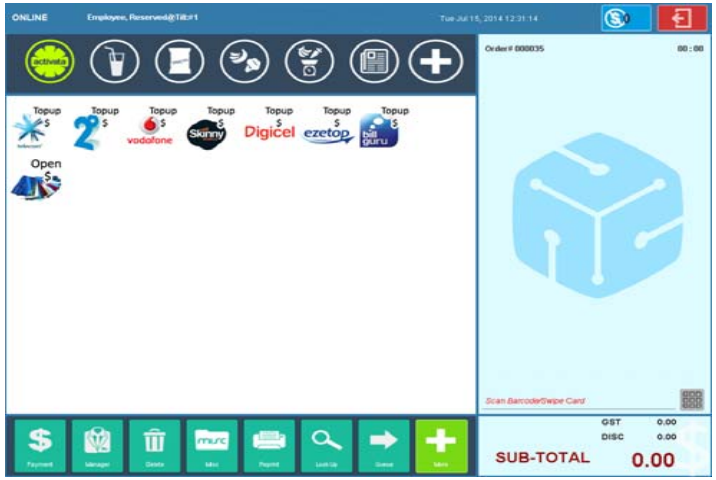


SIGN IN

To sign in to the register, press **SIGN IN / OUT** button.

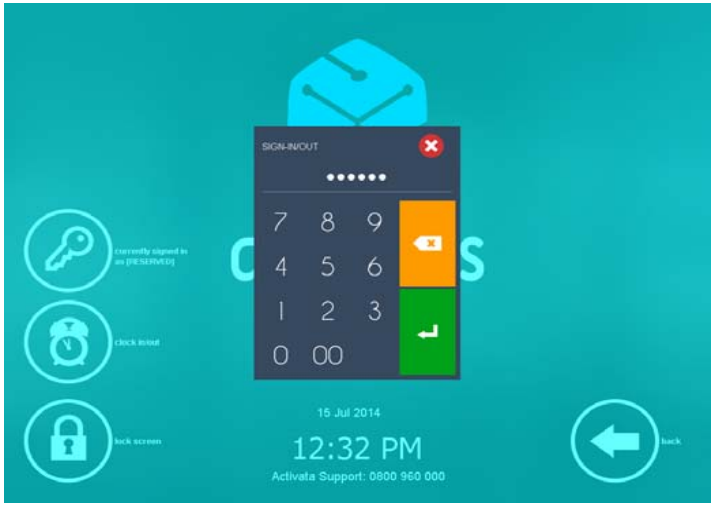


Enter the employee number then press **ENTER** button. ActivPOS screen will then appear.

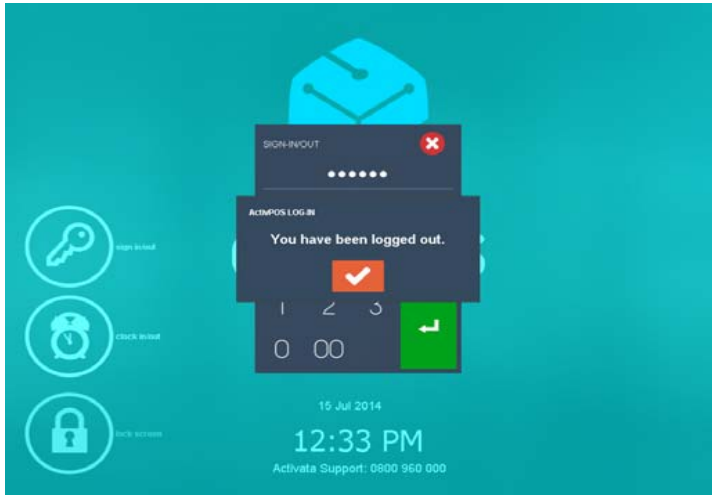


SIGN OUT

To sign out of the register, press **SIGN IN / OUT** button.

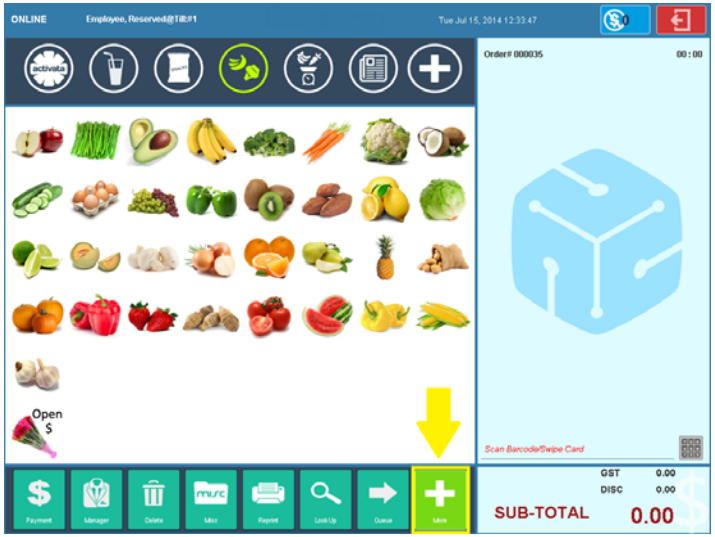


Enter the employee number then press **ENTER** button. A confirmation message will appear.

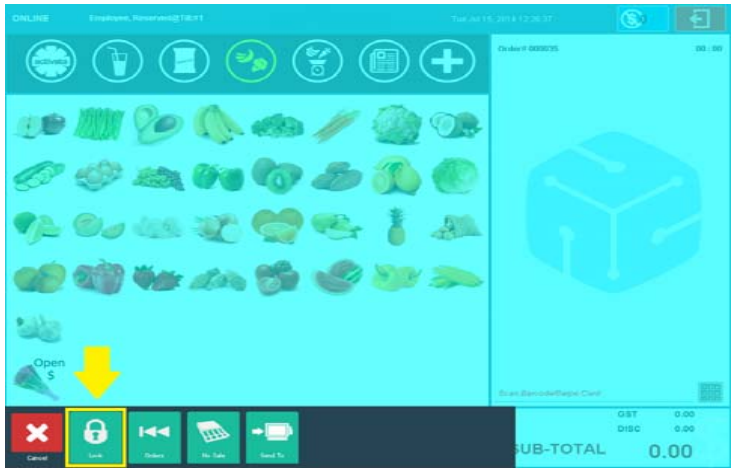


LOCK SCREEN

To lock screen, press **MORE** button as highlighted in **yellow**.



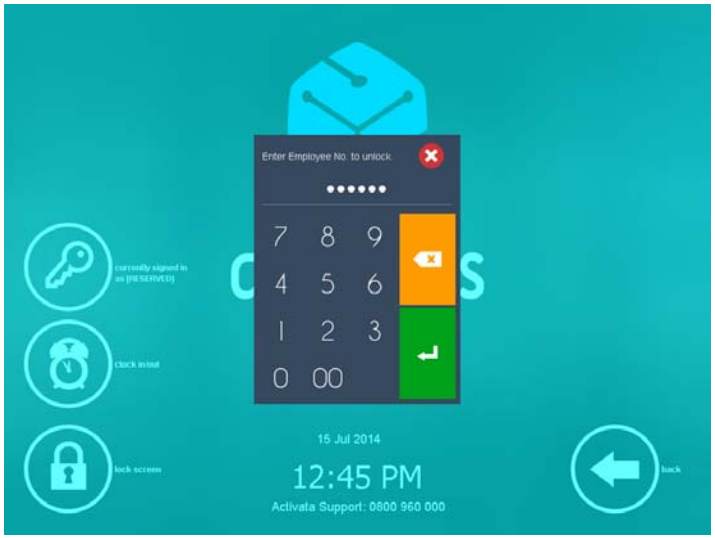
Press the **LOCK** button as highlighted in **yellow**.



The screen will appear as below. Press **LOCK SCREEN** or **BACK** button to unlock screen.

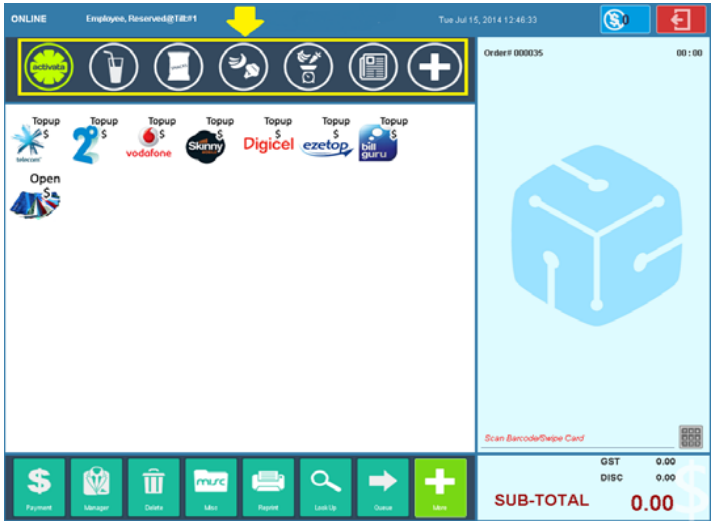
UNLOCK SCREEN

To unlock screen, press **LOCK SCREEN** button. Enter employee number then press **ENTER** button.

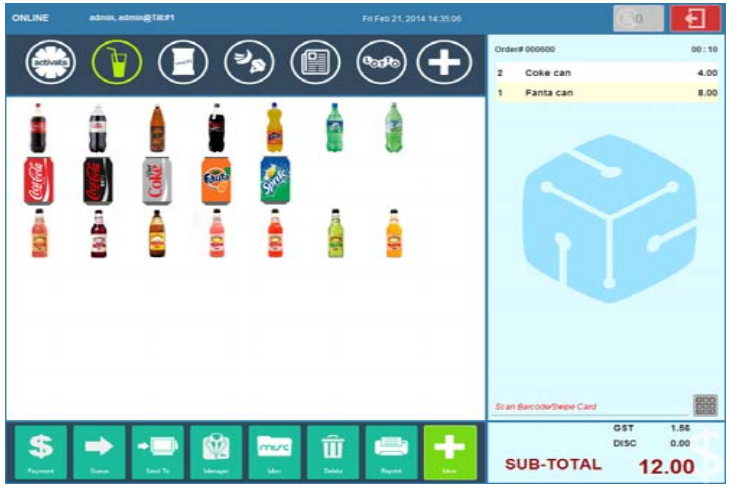


PROCESS ORDERS

To process an order, press a **CATEGORY** button. See buttons highlighted in **yellow**.



Press **PRODUCT** buttons or scan bar codes of the items. For example, Coke can and Fanta can.



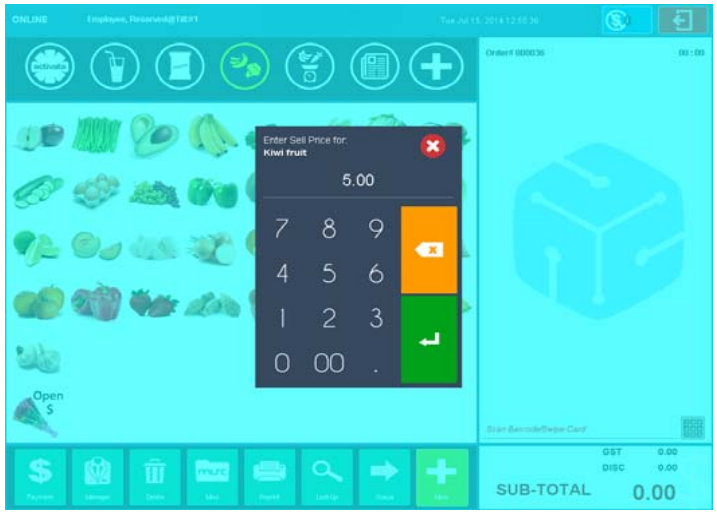
To settle an order, press PAYMENT button as highlighted in yellow.

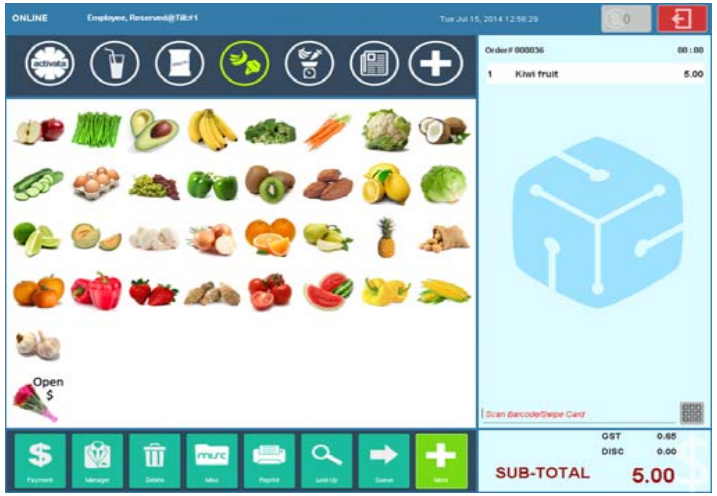
Press a PAYMENT TYPE (e.g. CASH, VISA, MASTERCARD, EFTPOS) then enter amount tendered. Press the button to finalize payment. Otherwise, press button to cancel payment. See highlighted in yellow.

To print a receipt, press YES button. Otherwise, press NO button.

OPEN PRICING

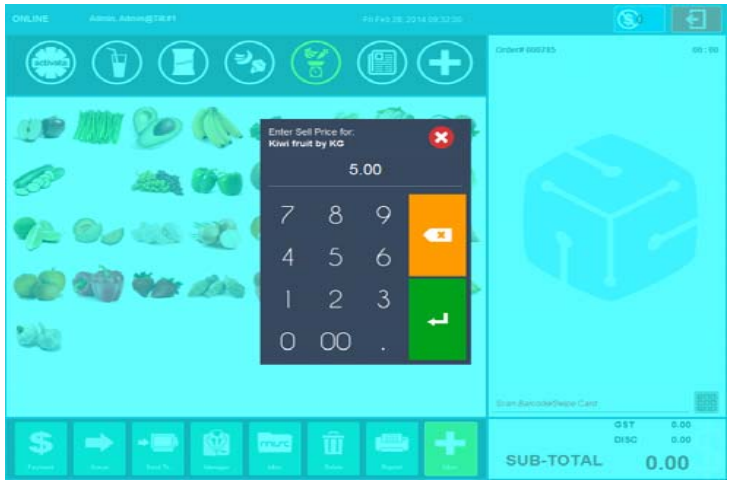
When a product with open pricing is pressed or scanned, a sell price needs to be entered as shown below.



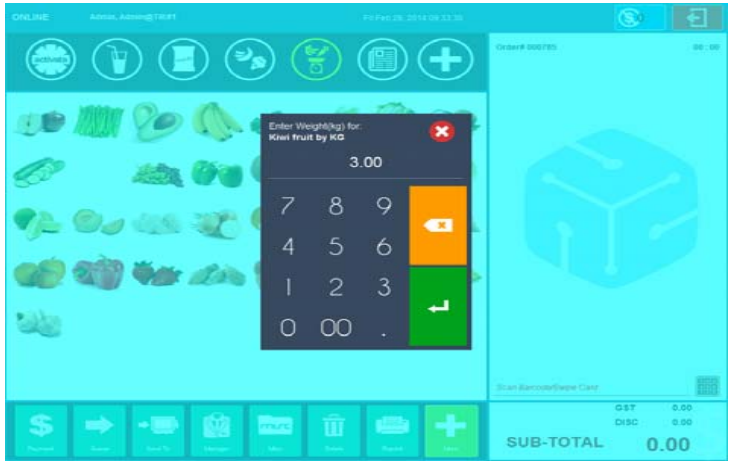


FRUITS & VEGETABLES

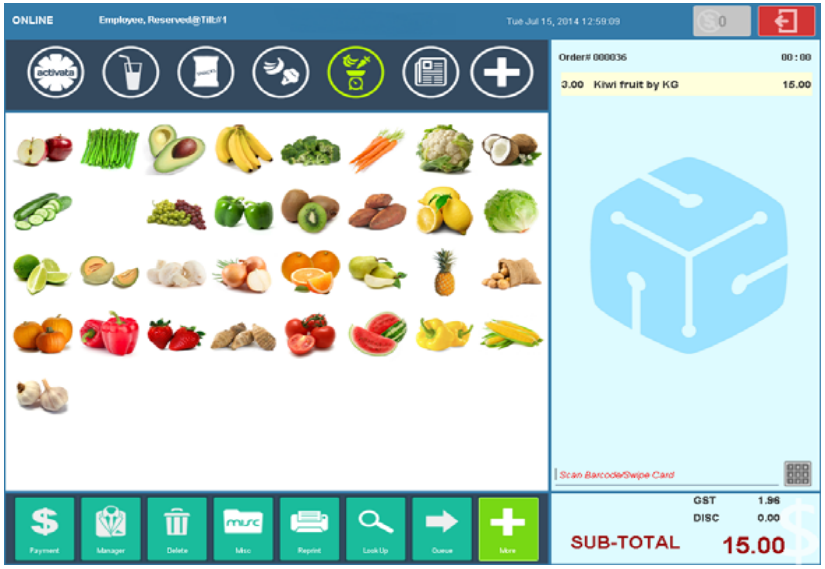
When a fruits and vegetables item is initially pressed or scanned, a sell price needs to be entered. Sell price will only be required to be entered once as it will automatically be set after an item is initially pressed or scanned.



Enter the weight (in kilograms) of the item.

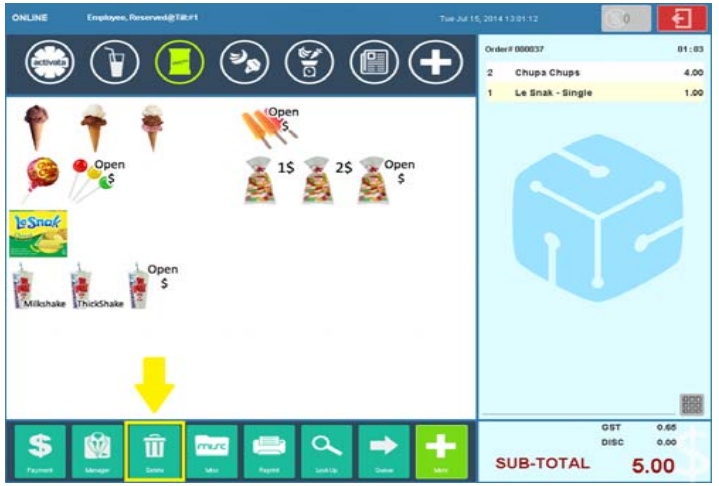


The item will then be reflected with then entered weight (in kilograms) on the list as shown below.

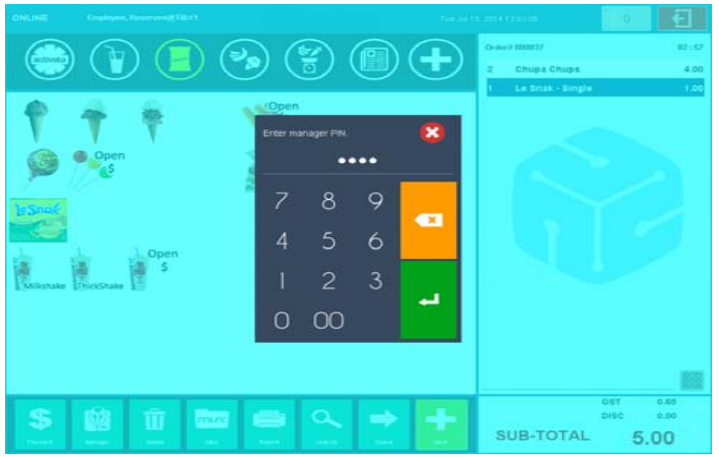


DELETE ITEM

To remove a product from the list, press the product then press the **DELETE** button.



As shown below, ActivPOS can be configured to require a Manager PIN after a number of delete attempts.

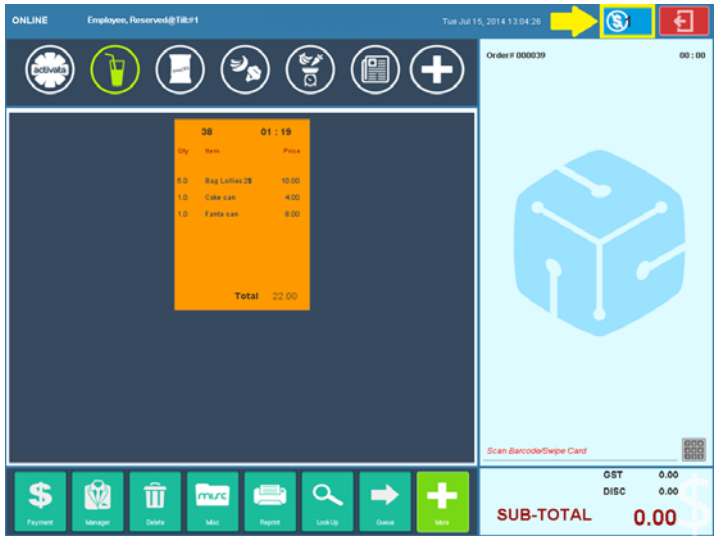


QUEUE ORDER

To queue an order, press a product button then press QUEUE button as highlighted in yellow. Note that when an order is being queued, it is queued without getting paid off.

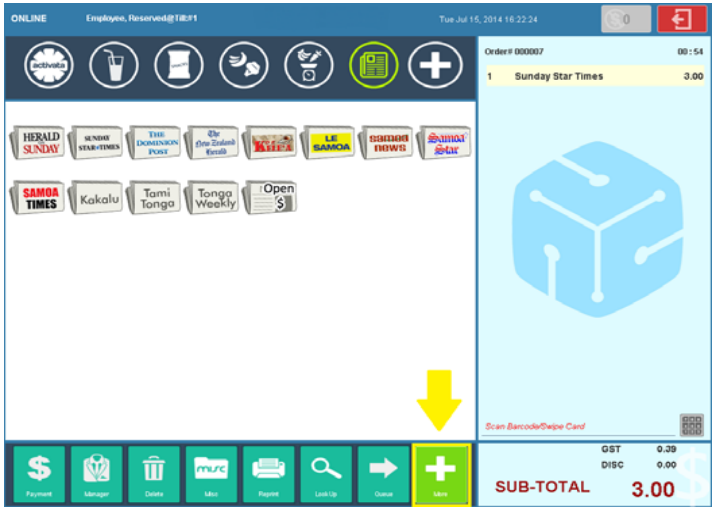
Press the button for the order to be queued. Otherwise, press button to go back to order taker screen. See highlighted in yellow.

To bring back a queued order, press the $ button (highlighted in yellow) in the upper right section of the screen then press the order you want to bring back.



SEND TO ORDER

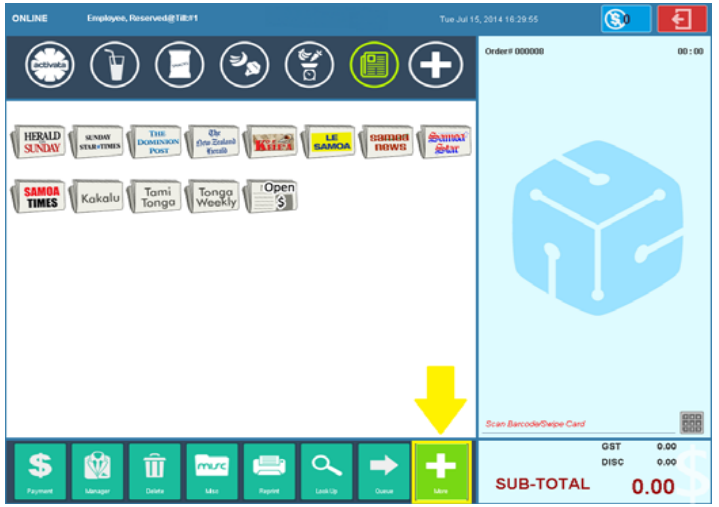
To send an order to another till, press product buttons then, press **MORE** button as highlighted in **yellow.**

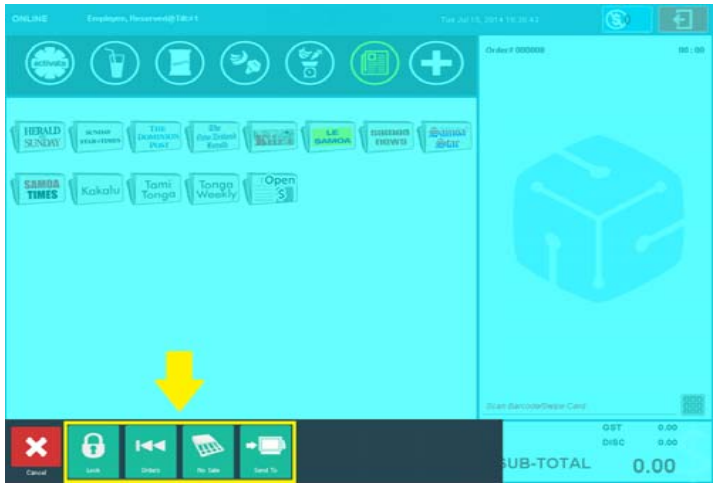


Press the **SEND TO** button as highlighted in **yellow**.

MORE BUTTON

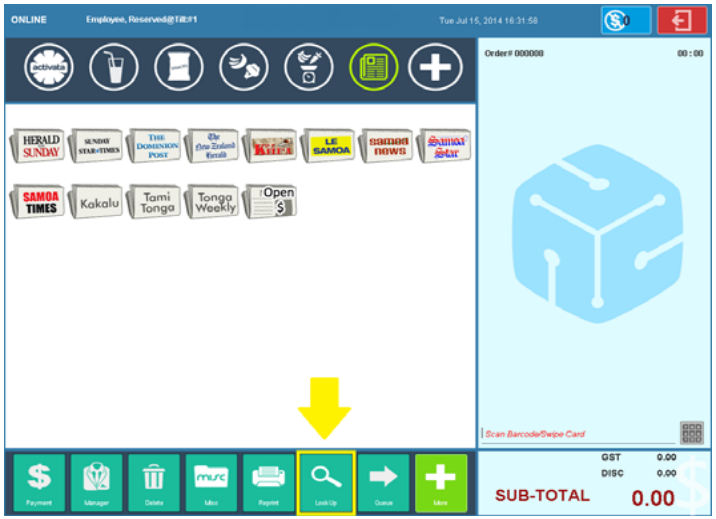
To see other function buttons, press MORE button as highlighted in yellow.



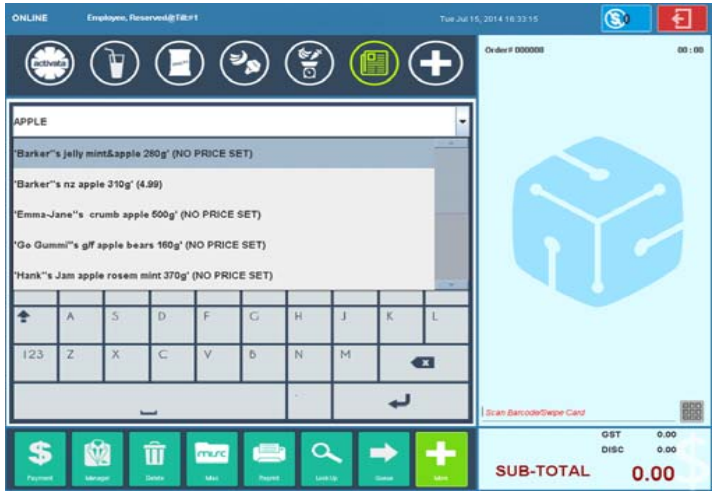


PRODUCT LOOKUP

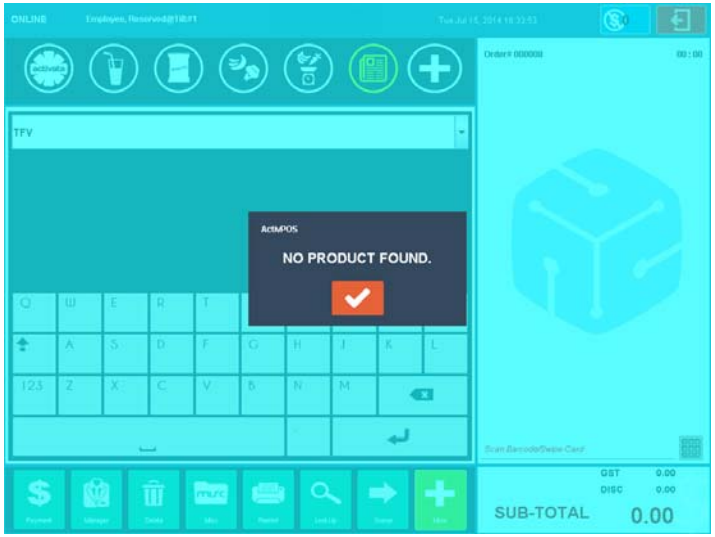
To search for a product, press the **LOOKUP** button as highlighted in **yellow**.



Enter the product description using the onscreen keyboard as shown below.

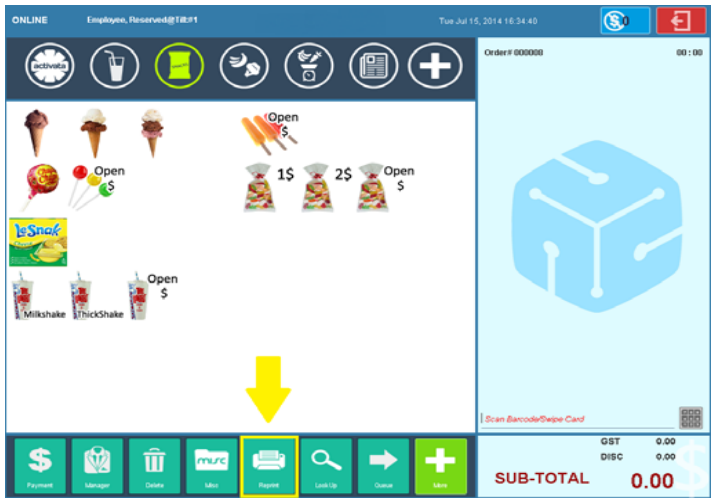

ONLINE
Order# 000000
00 : 00
APPLE
'Barker''s jelly mint&apple 280g' (NO PRICE SET)
'Barker''s nz apple 310g' (4.99)
'Emma-Jane''s crumb apple 500g' (NO PRICE SET)
'Go Gummi''s gif apple bears 160g' (NO PRICE SET)
'Hank''s Jam apple rosem mint 370g' (NO PRICE SET)
Scan Barcode/Swipe Card
GST 0.00
DISC 0.00
SUB-TOTAL 0.00

If no product matches with the entered description, the following message will be prompted.



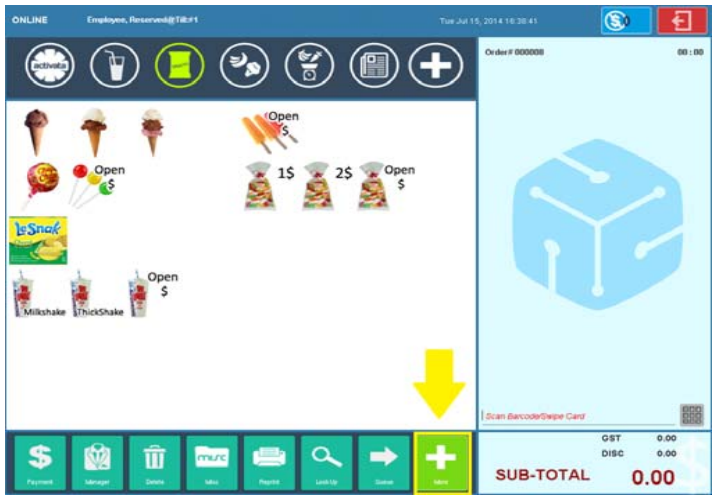
REPRINT LAST ORDER

To reprint receipt of the last order, press the **REPRINT** button as highlighted in **yellow**.

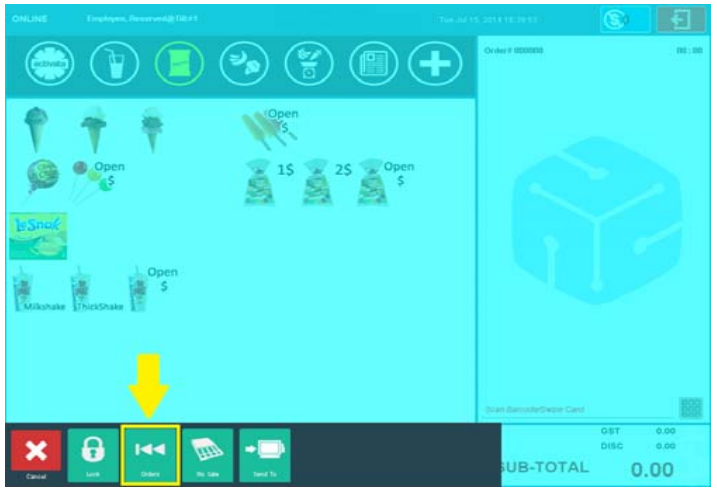


ORDER VIEWER

To view previous orders, press the **MORE** button as highlighted in **yellow**.



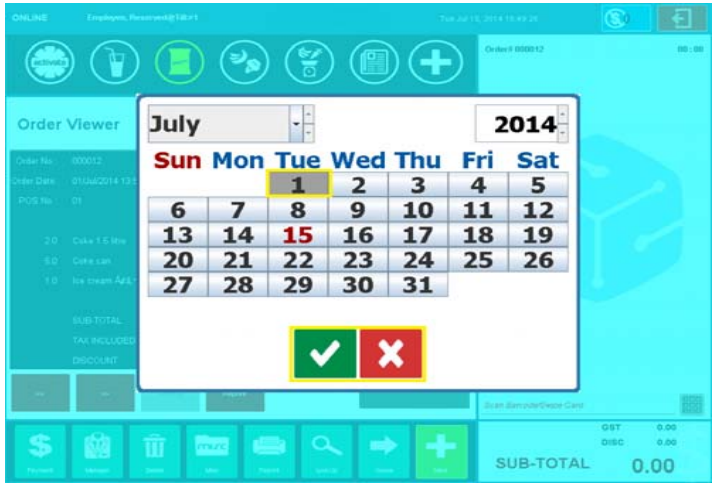
Press **ORDERS** as highlighted in yellow.

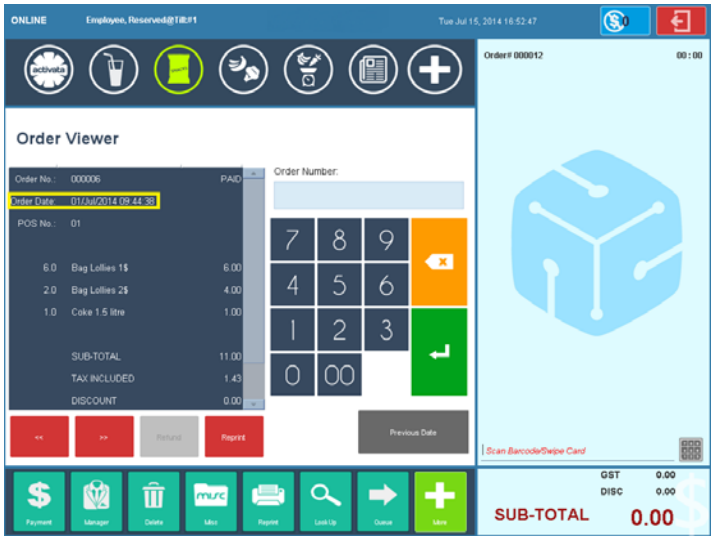


Enter the order number then press **ENTER** button.

To view orders from previous date, press the **PREVIOUS DATE** button as highlighted in **yellow**.

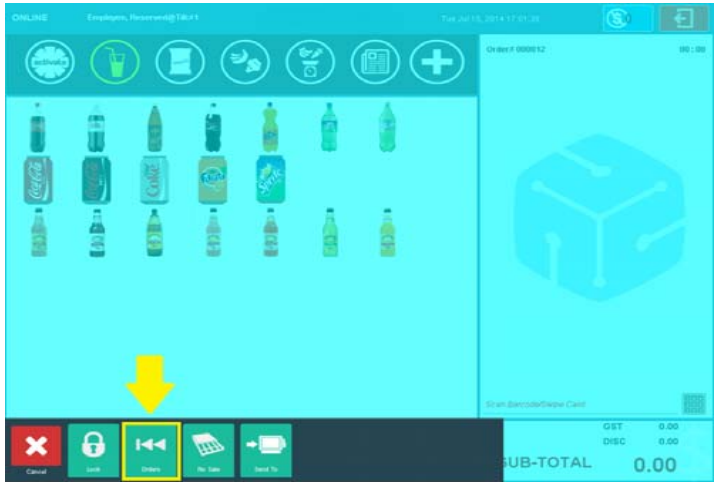
Select the date from the calendar as shown below, and then press the button to show previous orders from selected date. Otherwise, press button to go back to order viewer screen. See highlighted in **yellow**.



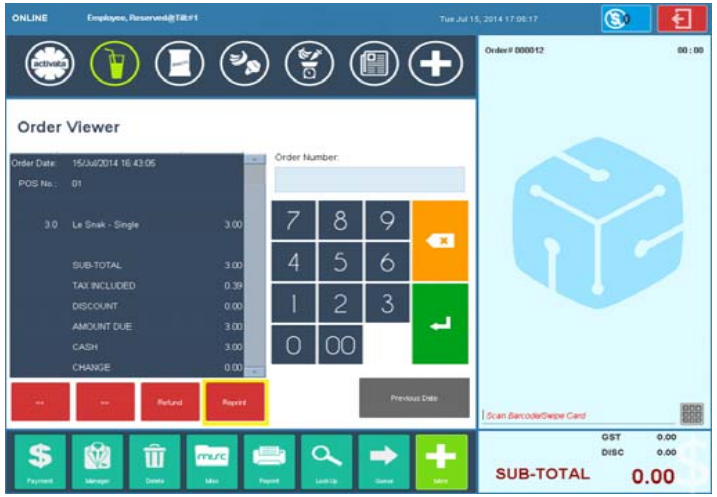


REPRINT RECEIPT

To reprint receipt of previous orders, press the **ORDERS** button as highlighted in **yellow**.

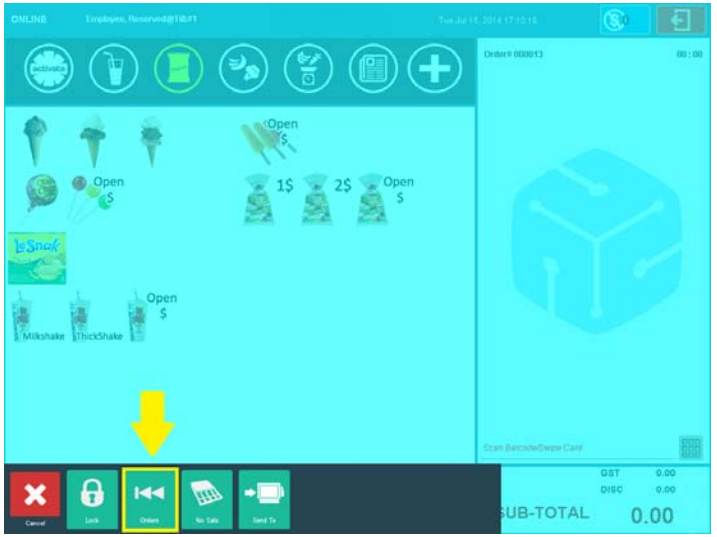


Look for the order using order number or previous date then press **REPRINT** button as highlighted in **yellow**.



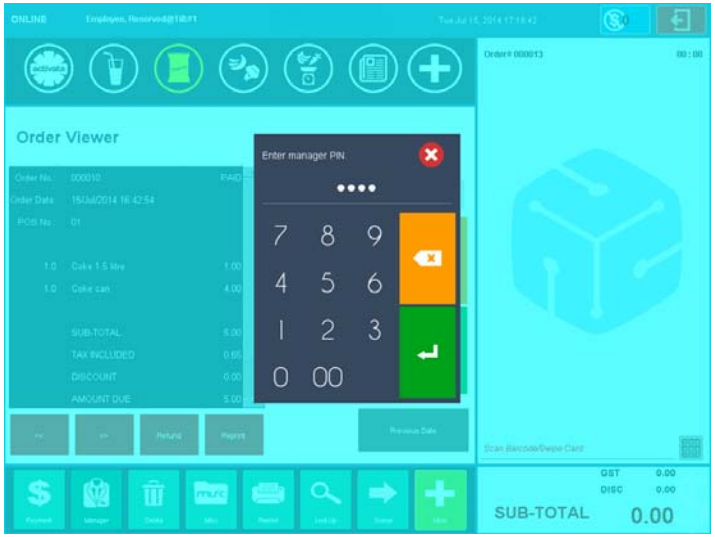
REFUND ORDER

To refund an order, press the **ORDERS** button as highlighted in **yellow**.

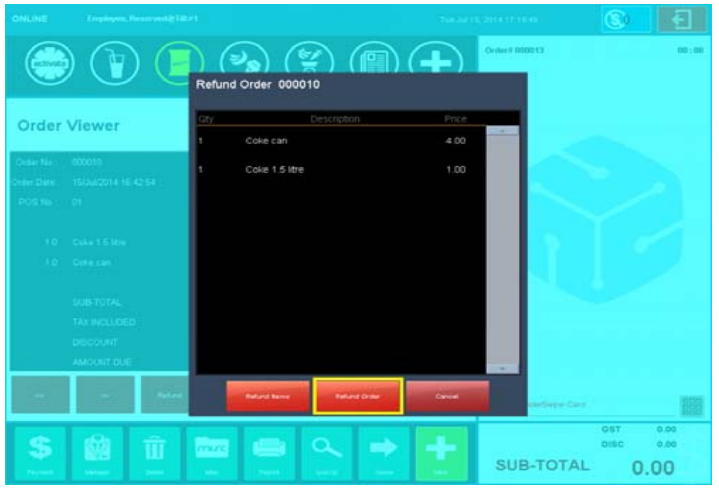


Look for the order using order number then press **REFUND** button as highlighted in **yellow**.

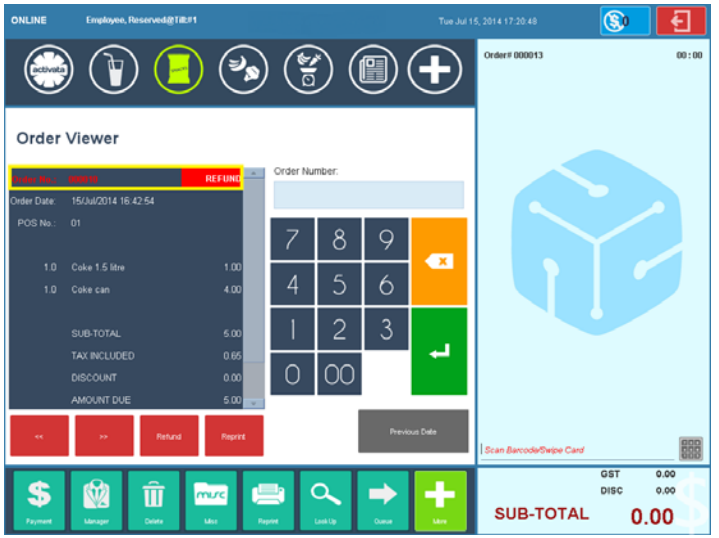
Enter Manager PIN then press **ENTER** button.



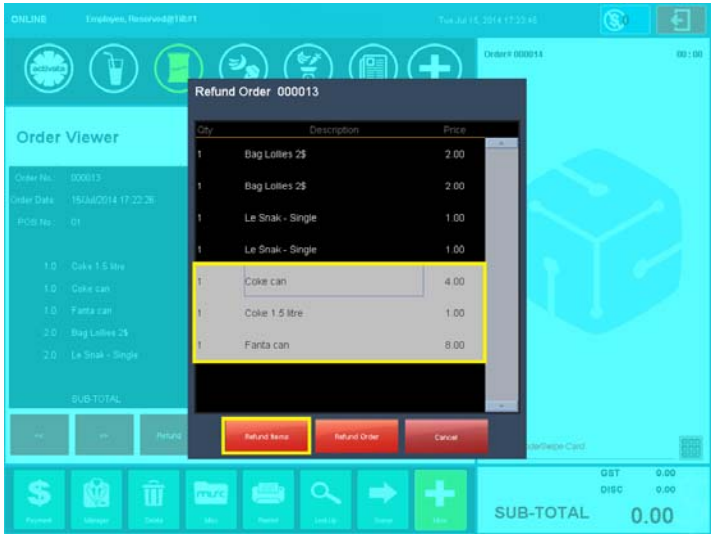
To refund the entire order, press **REFUND ORDER** button as highlighted in **yellow**.



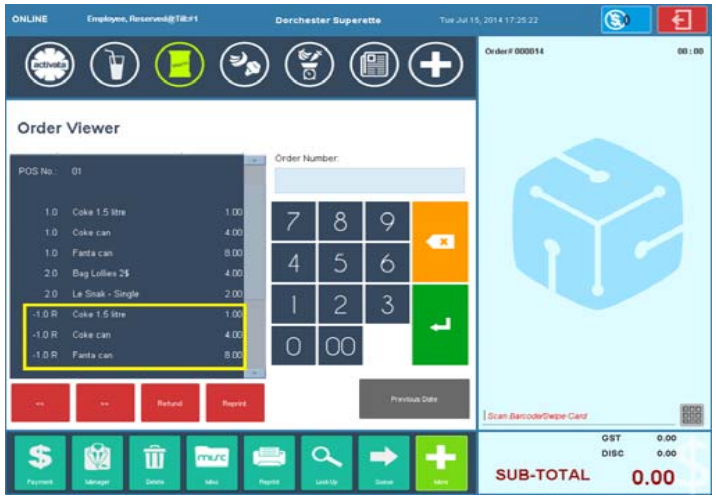
The order will then be tagged as **REFUND** on the order viewer as highlighted in **yellow**.



To refund specific item(s) of an order, press item(s) on the list then press **REFUND ITEMS** button as highlighted in **yellow**.



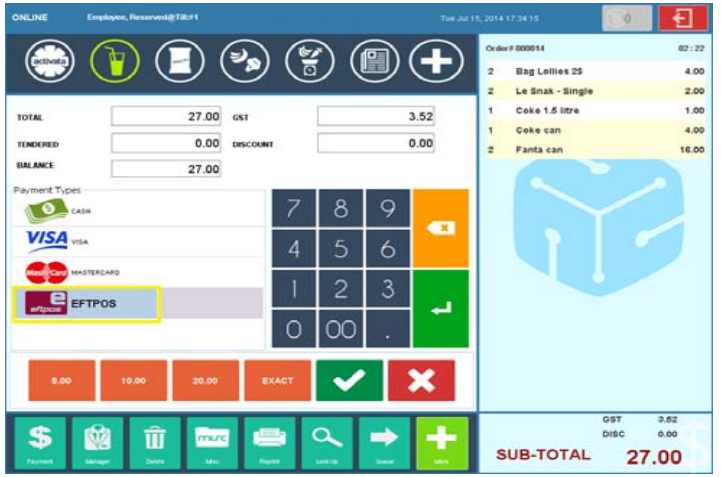
Additional line(s) will then appear at the end of the list on the order viewer as highlighted in **yellow**.



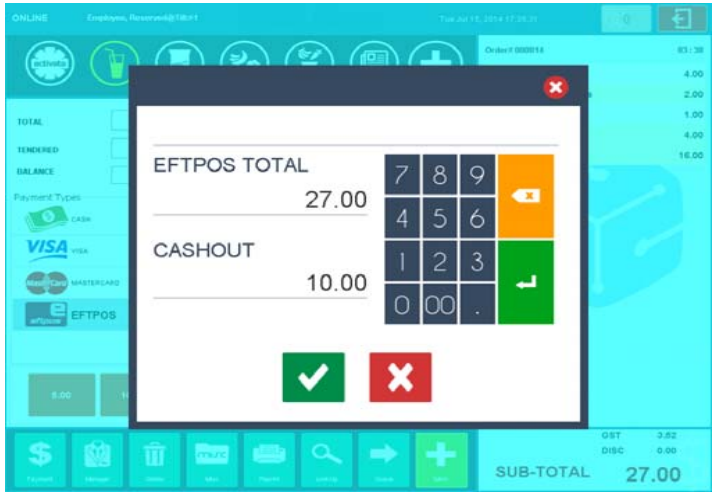
EFTPOS PAYMENT

To process EFTPOS payment, press **PRODUCT** buttons or scan bar codes of the items then press the **PAYMENT** button.

Press the **EFTPOS** button on the payment screen.



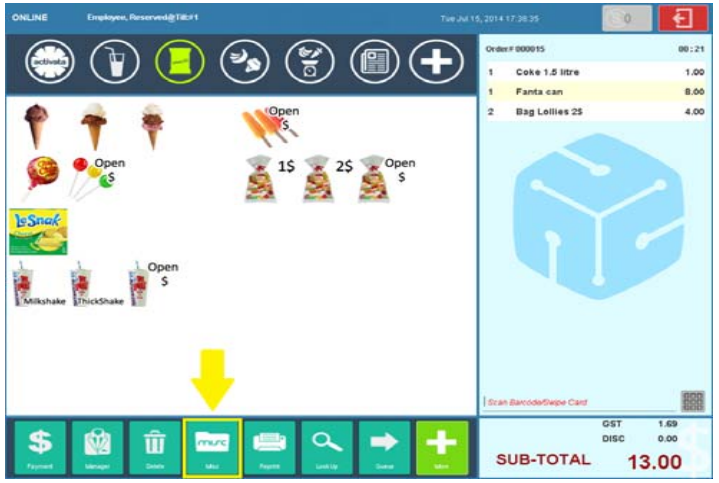
Enter the EFTPOS cash out amount should there be any. Press the button to proceed. Otherwise, press button to cancel.



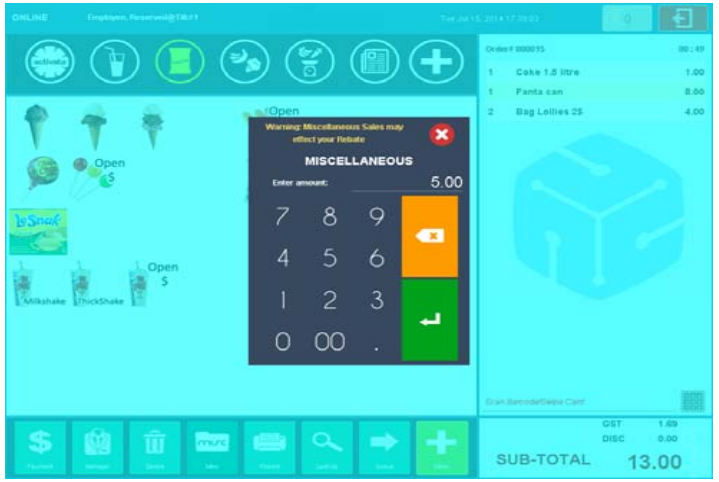
Press the button to finalize EFTPOS payment. Otherwise, press button to cancel.

MISCELLANEOUS ITEMS

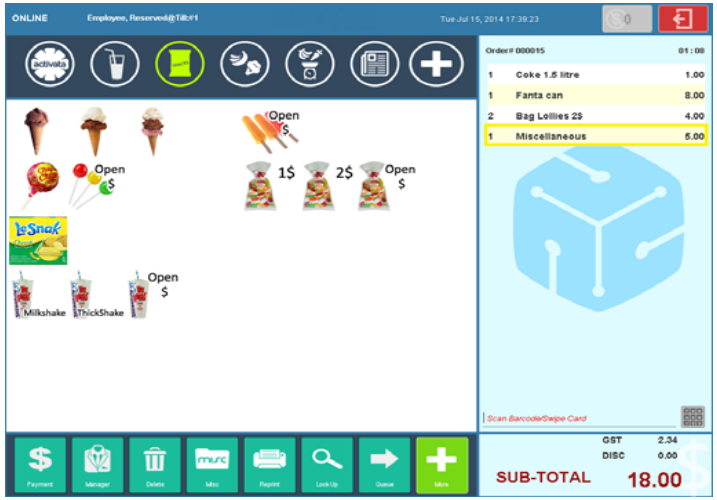
To enter miscellaneous items, press the **MISC** button as highlighted in **yellow**.



Enter the value of the miscellaneous item then press **ENTER** button.

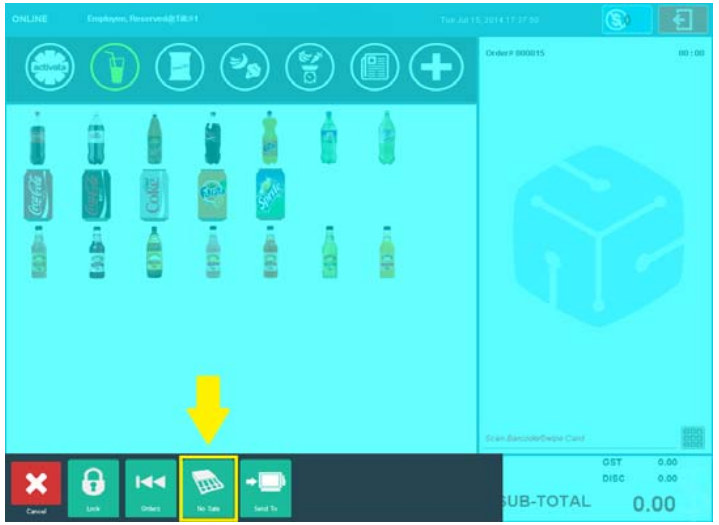


It will then be labelled as "Miscellaneous" item on the list as shown in the example below.



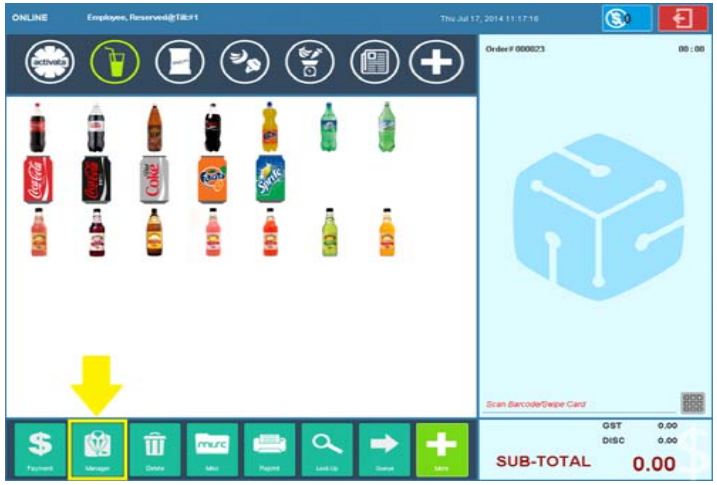
NO SALE

When NO SALE button is pressed, cash drawer will be opened.

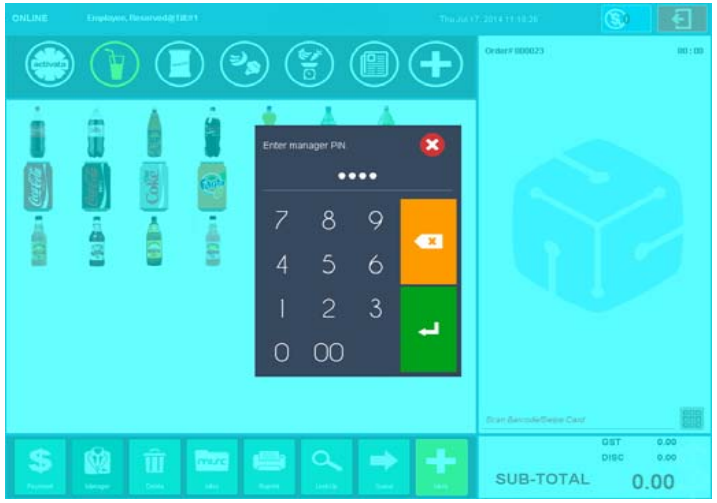


MANAGER LAYER

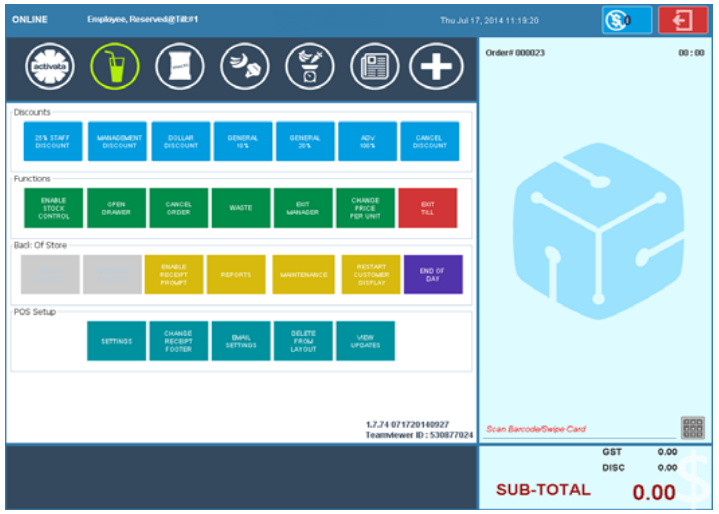
To access the Manager Layer, press the **MANAGER** button as highlighted in **yellow**.



Enter Manager PIN then press **ENTER** button.

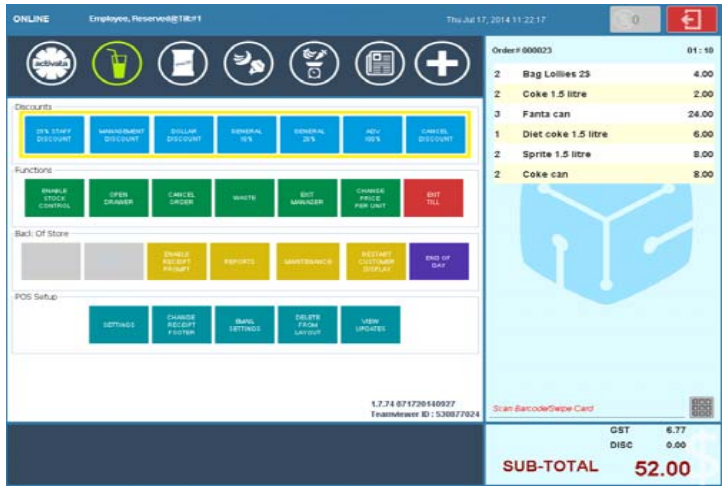


The Manager Layer screen will then appear as shown below.

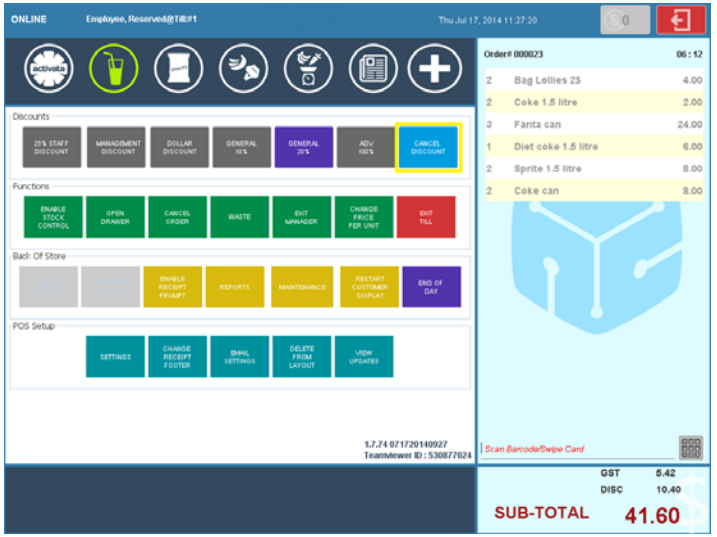


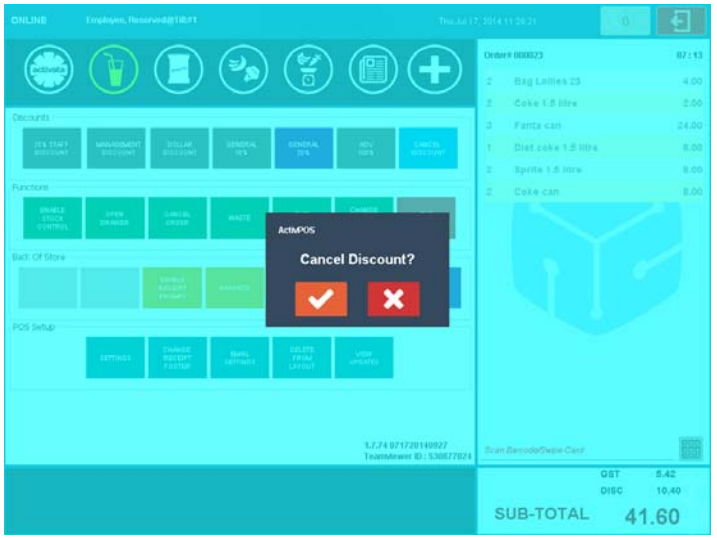
DISCOUNTED ORDER

To apply discount to an order, access the Manager Layer then press the specific DISCOUNT button (highlighted in yellow) as shown below.



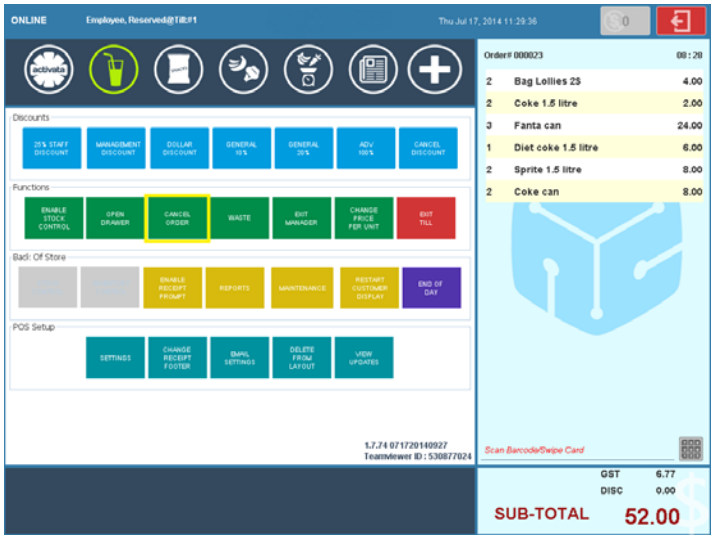
CANCEL DISCOUNT button (last blue button) can be used to cancel a discount and apply another discount to the order.





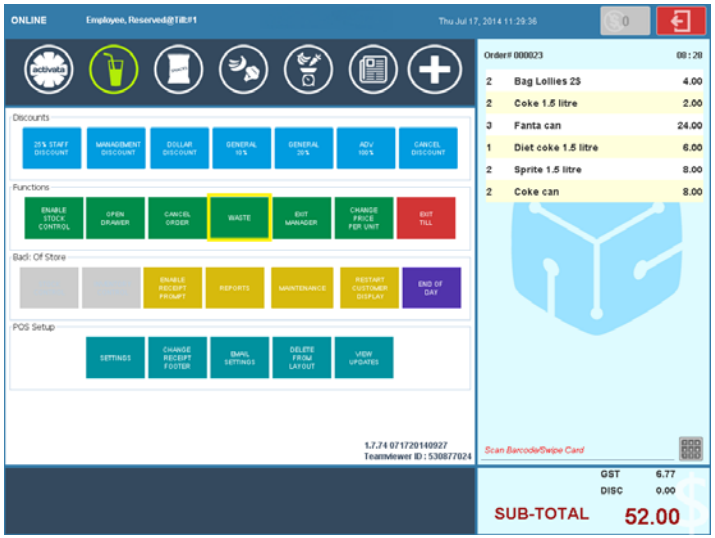
CANCEL ORDER

To cancel an order, access the Manager Layer then press the **CANCEL** button as highlighted in **yellow**.



WASTE ORDER

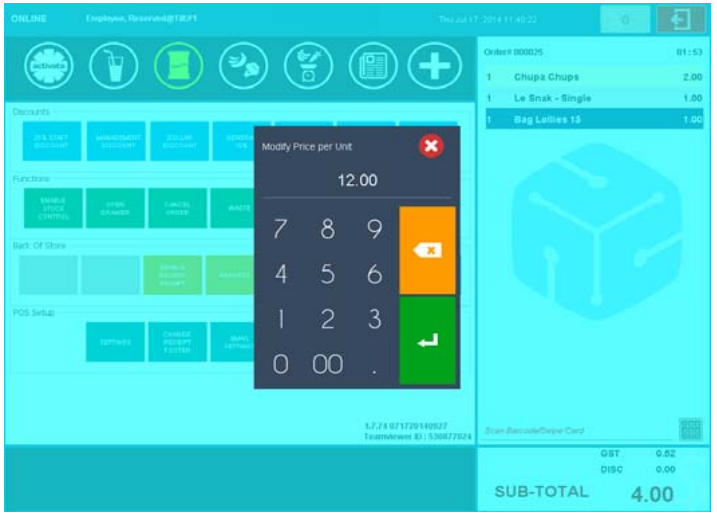
To waste an order, access the Manager Layer then press the **WASTE** button as highlighted in **yellow**.



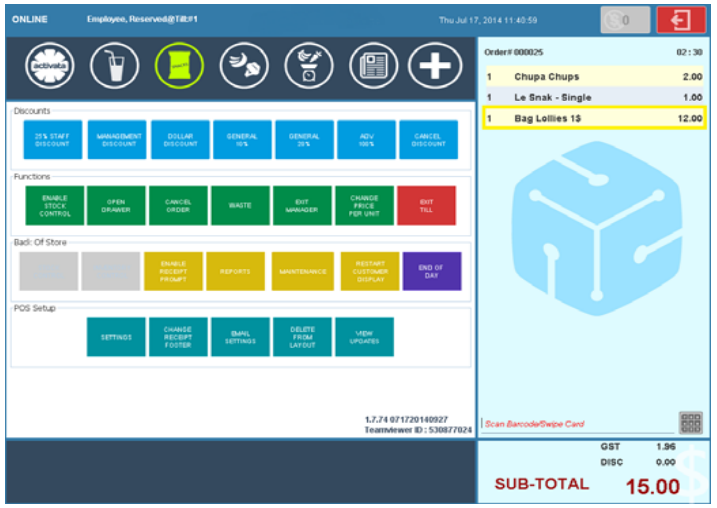
CHANGE PRICE PER UNIT

To change product price per unit, access the Manager Layer, select the product on the list then press the **CHANGE PRICE PER UNIT** button as highlighted in **yellow**.

Enter the new sell price then press **ENTER** button.

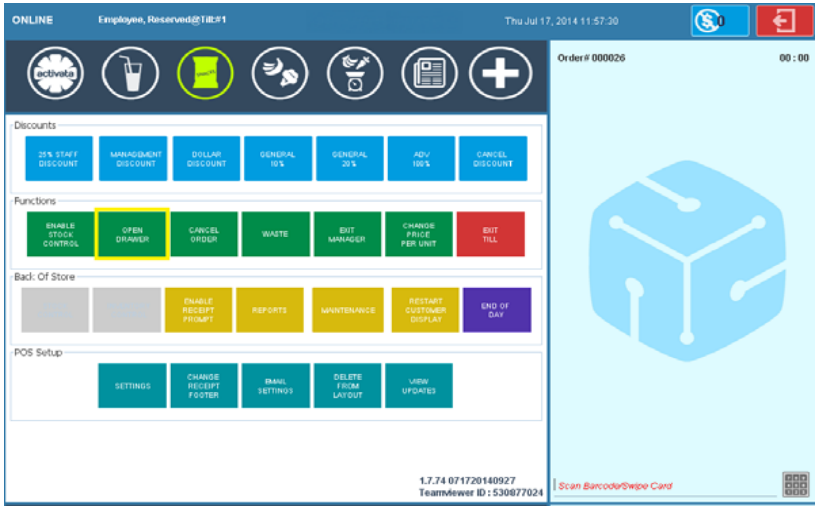


The new sell price will then be automatically reflected on the list as shown below.



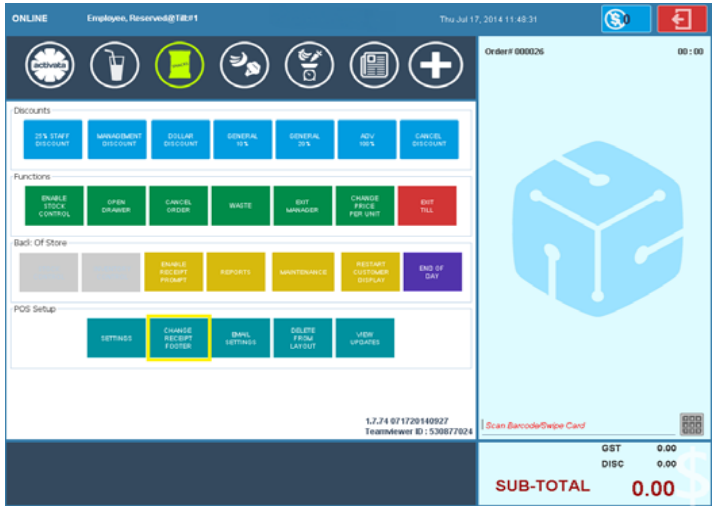
OPEN DRAWER

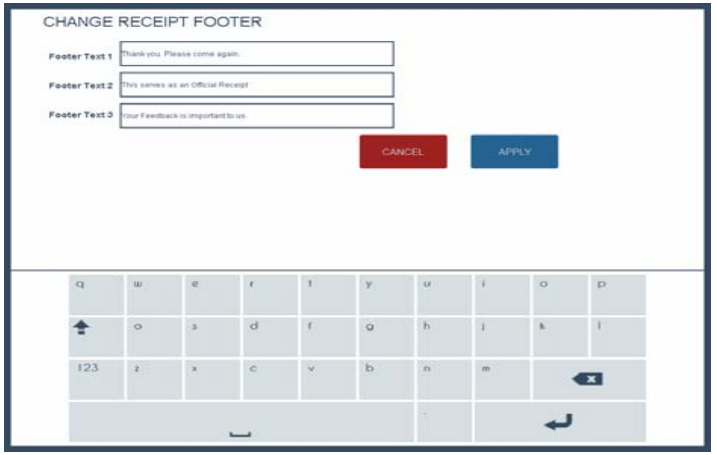
To open drawer, access the Manager Layer then press the **OPEN DRAWER** button as highlighted in **yellow**.



CHANGE RECEIPT FOOTER

To change receipt footer, access the Manager Layer, press the **CHANGE FOOTER RECEIPT** button as highlighted in **yellow**.



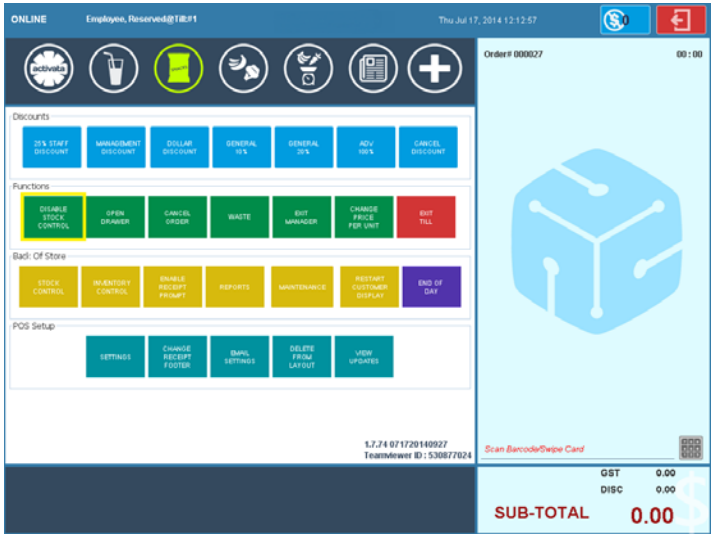


ENABLE/DISABLE STOCK CONTROL

To enable stock control, access the Manager Layer, press the **ENABLE STOCK CONTROL** button as highlighted in **yellow**.

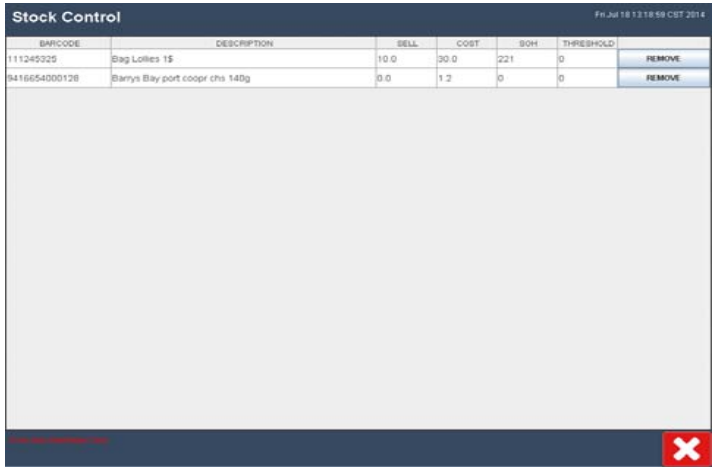
The **STOCK CONTROL** button and **INVENTORY CONTROL** button will then be enabled as highlighted in **yellow**.

To disable stock control, access the Manager Layer, press the **DISABLE STOCK CONTROL** button as highlighted in **yellow**.



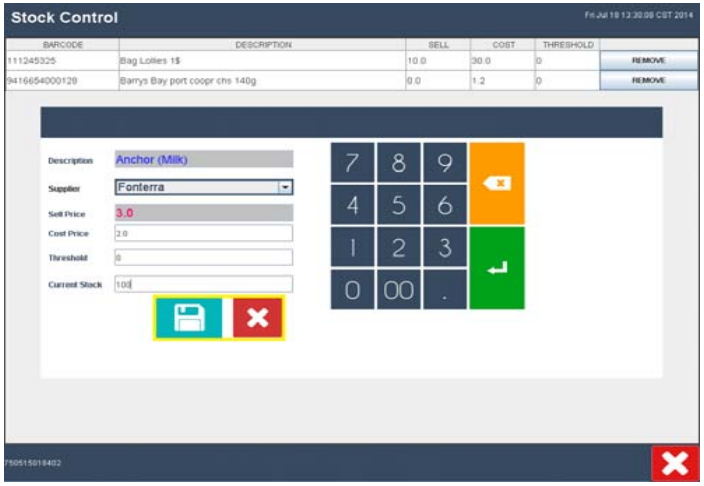
STOCK CONTROL

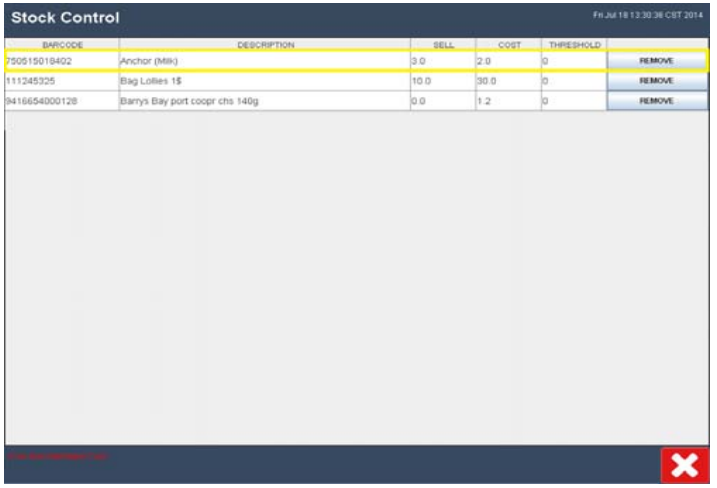
To access Stock Control, **ENABLE STOCK CONTROL** button should have bee enabled first then press **STOCK CONTROL** button as highlighted in **yellow**.



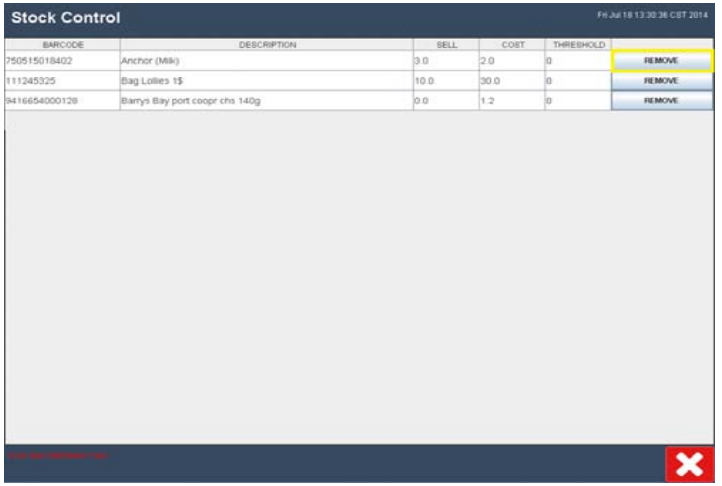
To add product in Stock Control, scan the product to be added. Press the button to proceed. Otherwise, press button to cancel as highlighted in **yellow.**

Press **SAVE** button to add the product. Otherwise, press button to cancel as highlighted in **yellow**.



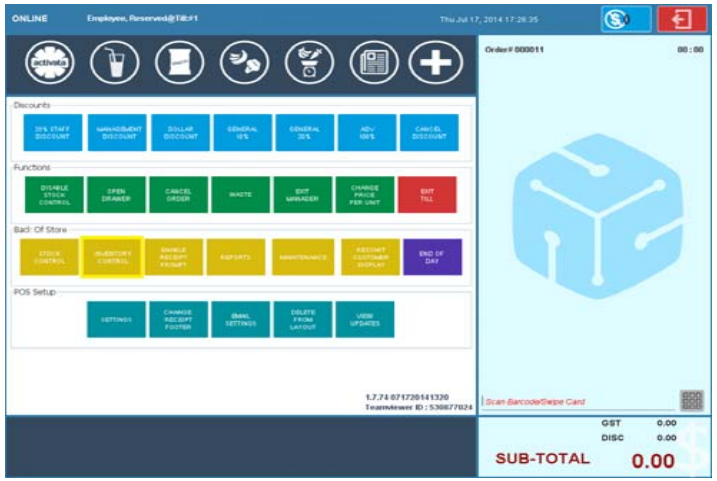


To remove a product in Stock Control, press **REMOVE** button for a specific product as highlighted in **yellow**.

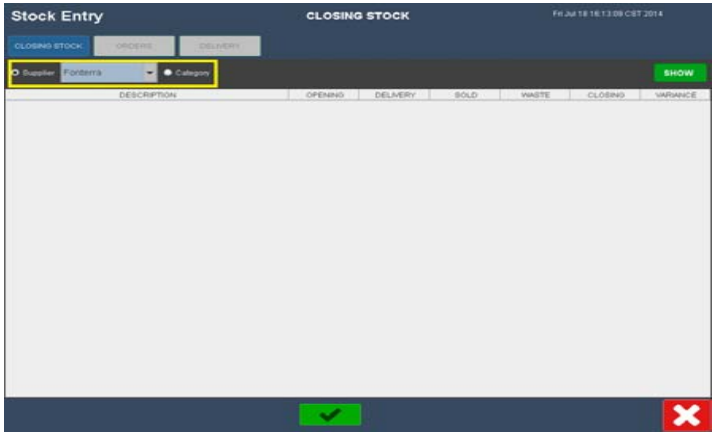


INVENTORY CONTROL

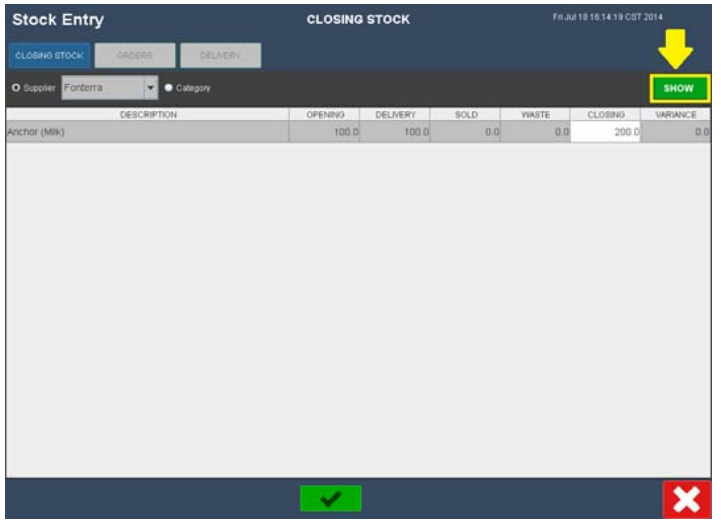
To access Inventory Control, ENABLE STOCK CONTROL button should have be enabled first then press INVENTORY CONTROL button as highlighted in yellow.



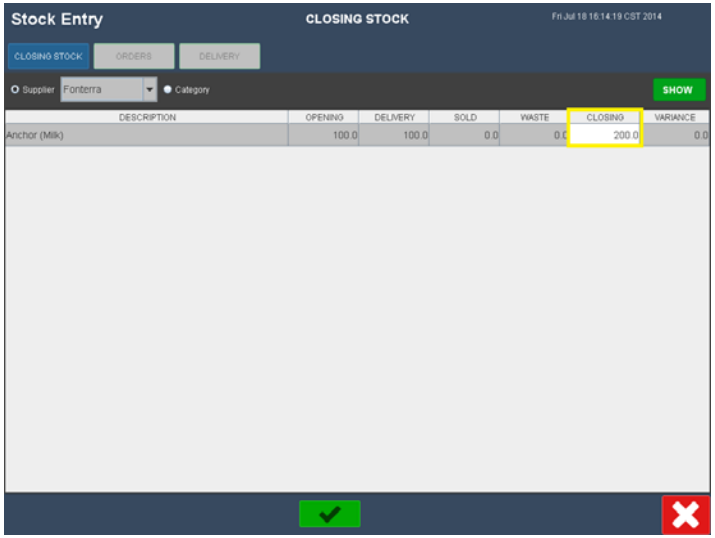
Products can be filtered by SUPPLIER or CATEGORY in CLOSING STOCK as highlighted in yellow.



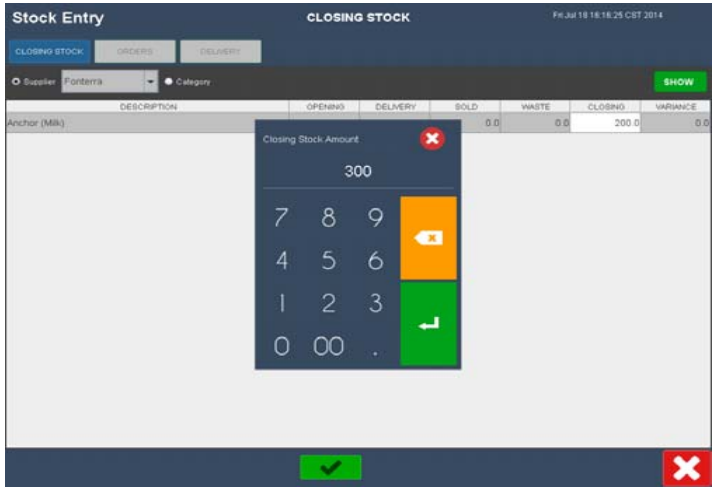
Press SHOW button for the products to be listed as highlighted in yellow.

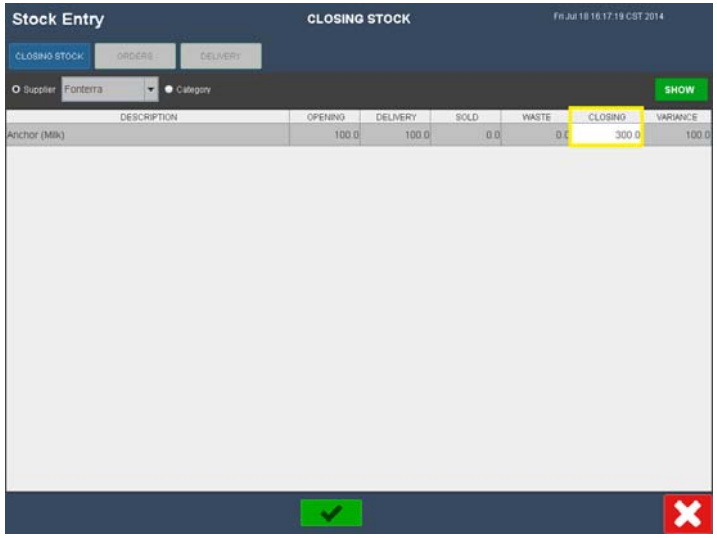


To enter Closing Stock, press CLOSING tab for a product as highlighted in yellow.

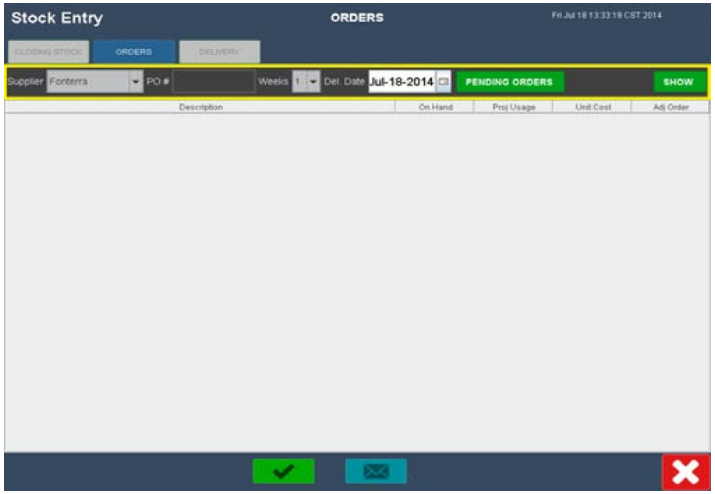


Enter Closing Stock quantity then press **ENTER.**

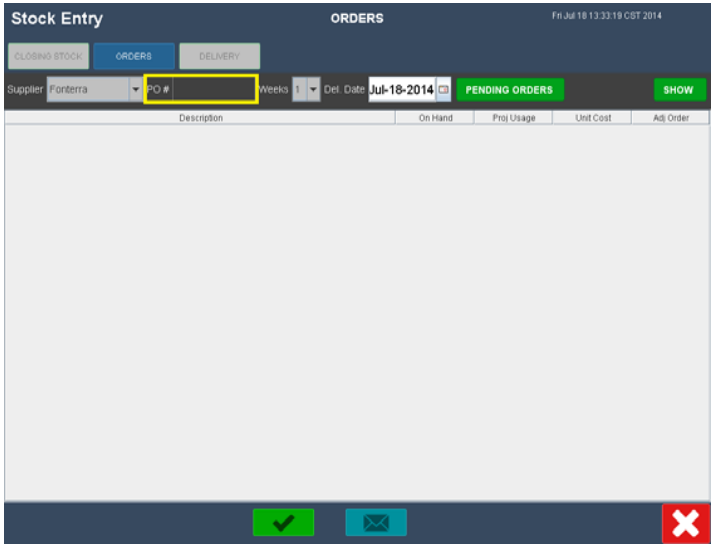




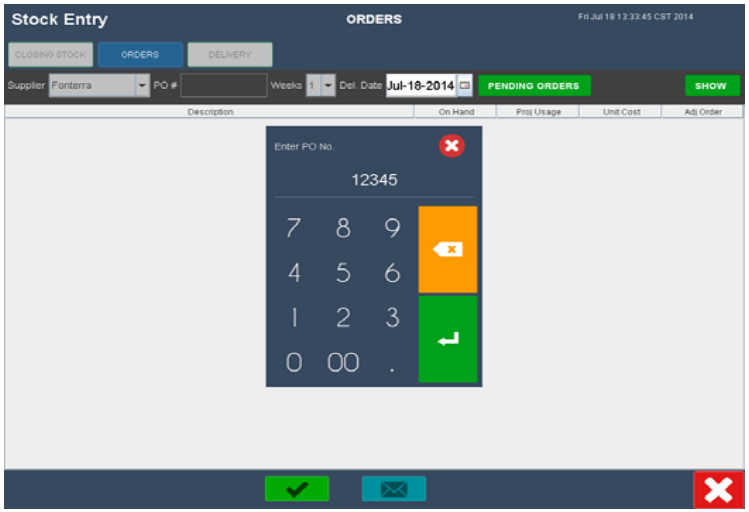
The controls shown below (**highlighted in yellow**) are used to filter products in **STCOK ORDERING**.



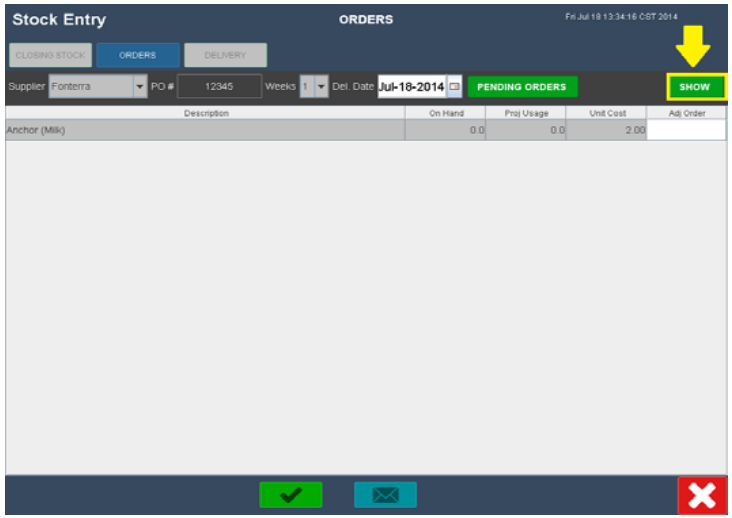
To take an order, press **PO #** tab as highlighted in **yellow.**



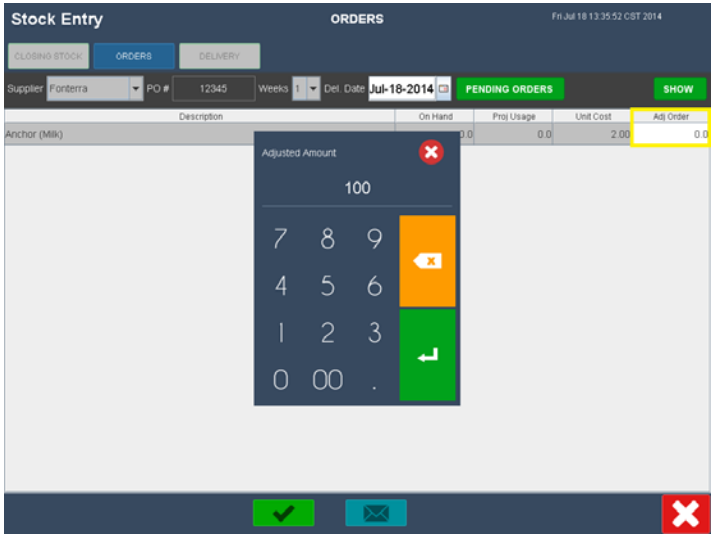
Enter the PO number then press **ENTER.**



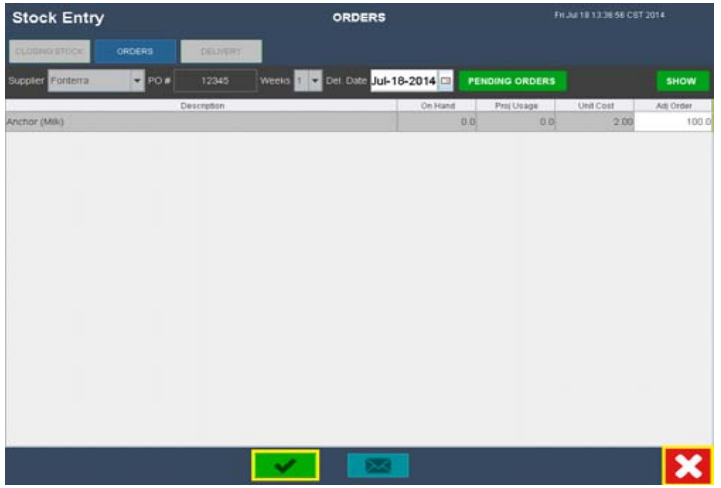
Press **SHOW** button for the products to be listed as highlighted in **yellow.**



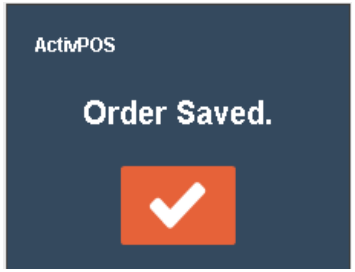
To enter an order, press **ADJUSTED ORDER** tab for a product as highlighted in **yellow.** Enter quantity then press **ENTER.**



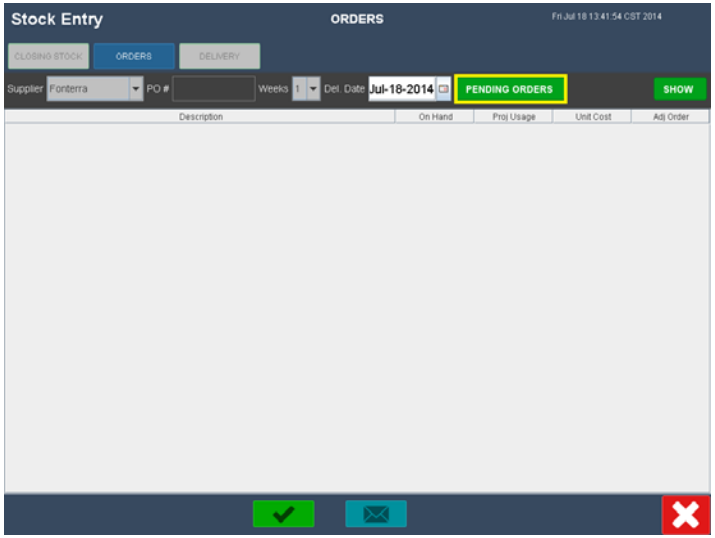
Press the button to finalize the order. Otherwise, press button to cancel as highlighted in **yellow.**



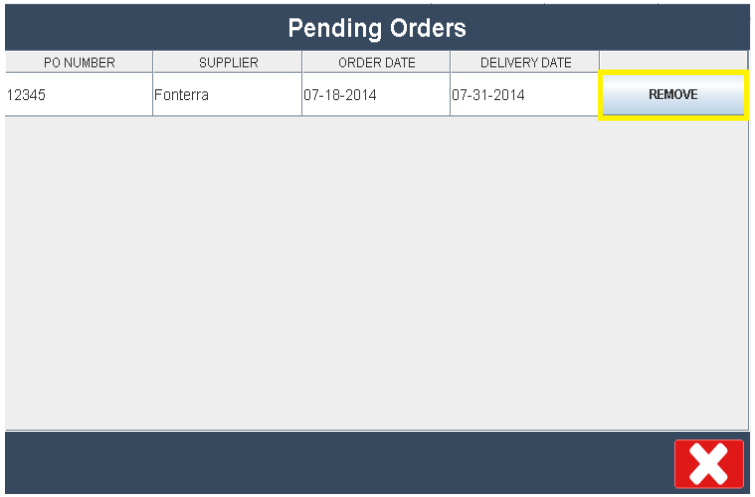
A confirmation message will be displayed as shown below.



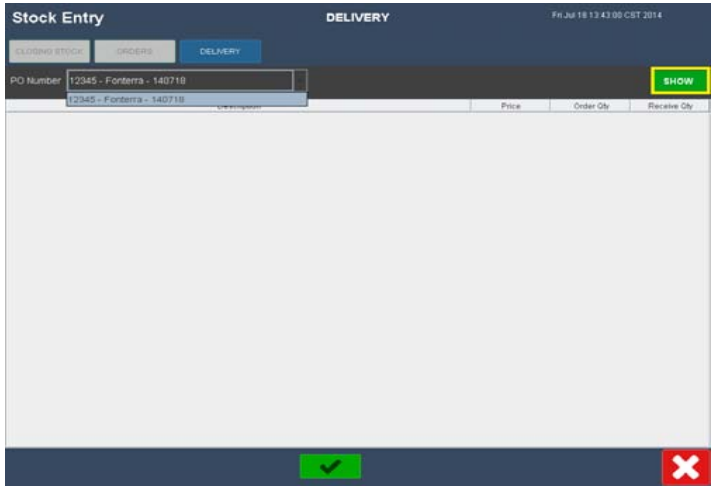
To view pending orders, press **PENDING ORDERS** button as highlighted in **yellow.**



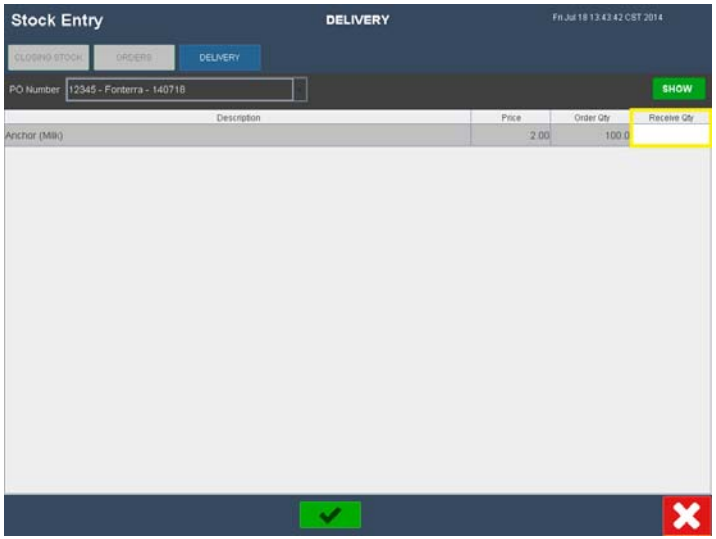
To remove pending orders, press **REMOVE** button as highlighted in **yellow.**



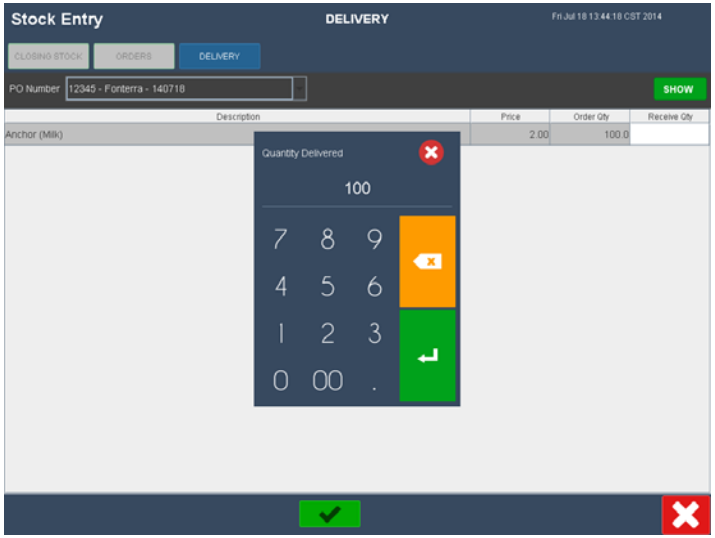
To receive **STOCK DELIVERY**, select the Purchase details on the drop-down list then press **SHOW** button as highlighted in **yellow.**



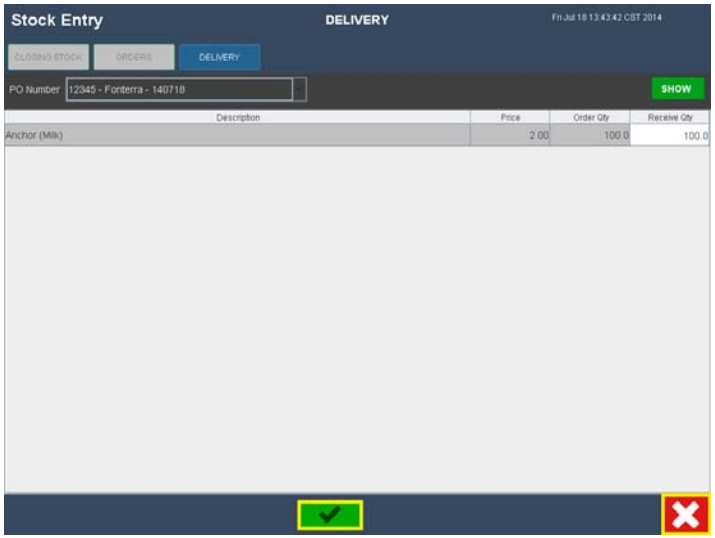
Press **RECEIVE QUANTITY** tab to enter received quantity as highlighted in **yellow.**



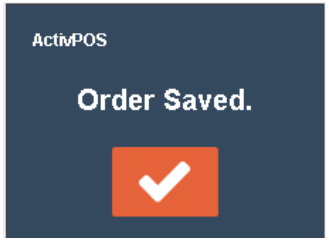
Enter the delivered quantity then press **ENTER.**



Press the button to finalize the delivery. Otherwise, press button to cancel as highlighted in **yellow.**

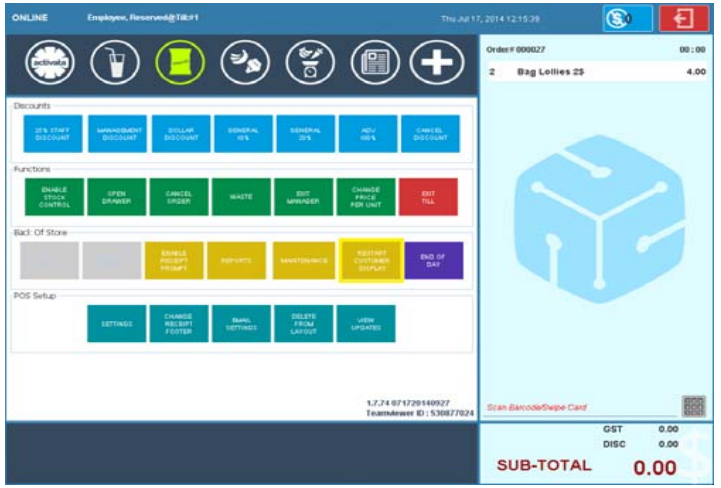


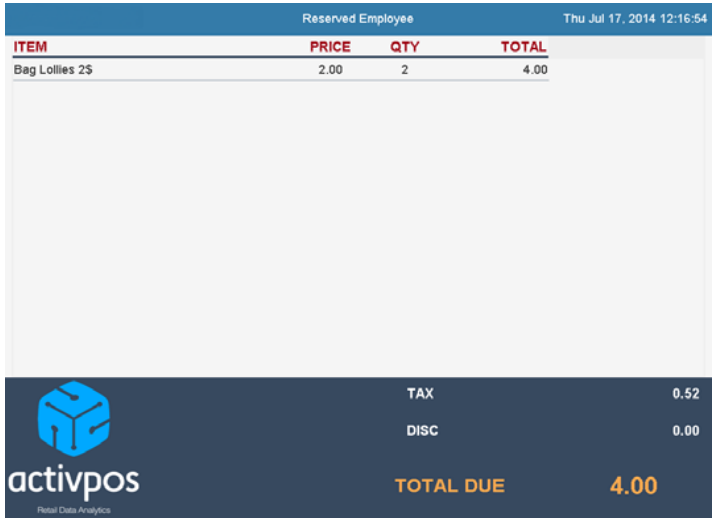
A confirmation message will be displayed as shown below.



RESTART CUSTOMER DISPLAY

To restart customer display, access the Manager Layer, press the RESTART CUSTOMER DISPLAY button as highlighted in yellow.



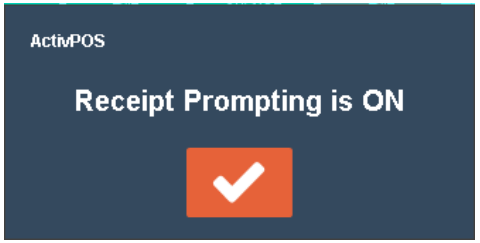


ENABLE/DISABLE RECEIPT PROMPT

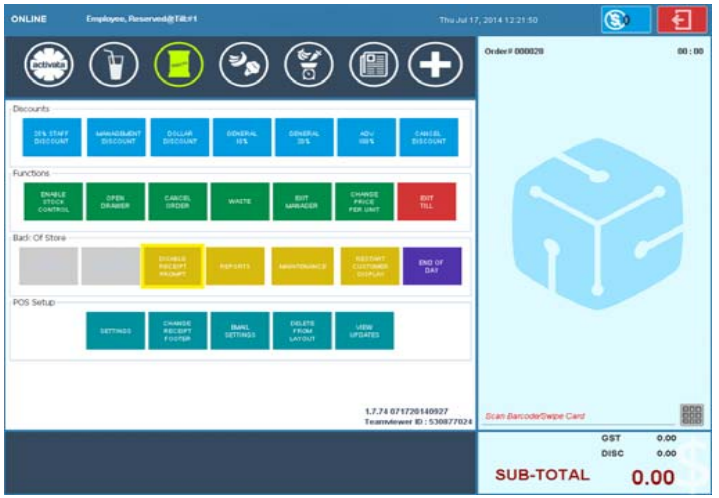
To enable receipt prompt, access the Manager Layer, press the ENABLE RECEIPT PROMPT button as highlighted in yellow.

Press the button to enable receipt prompt. Otherwise, press button to cancel.

A confirmation message will be displayed as shown below.

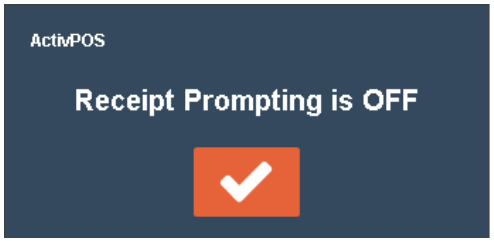


To disable receipt prompt, press the DISABLE RECEIPT PROMPT button as highlighted in yellow.



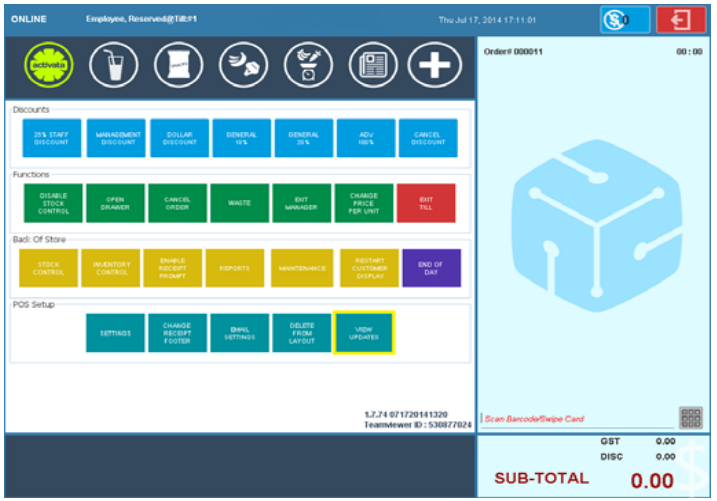
Press the button to disable receipt prompt. Otherwise, press button to cancel.

A confirmation message will be displayed as shown below.



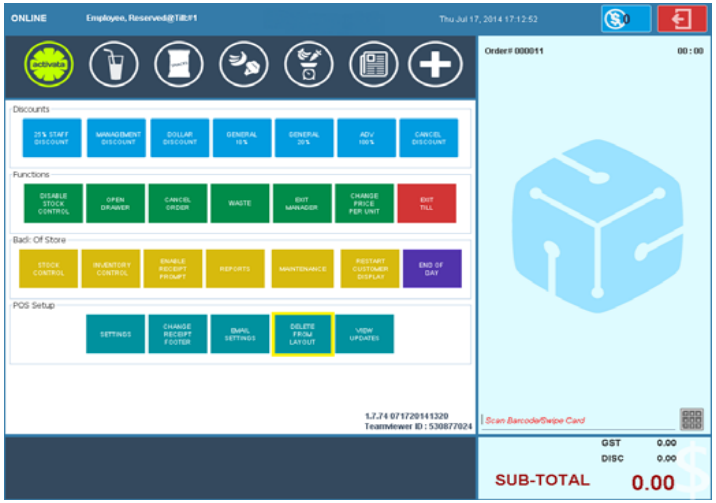
VIEW UPDATES

To view updates, access the Manager Layer, press the VIEW UPDATES button as highlighted in yellow.

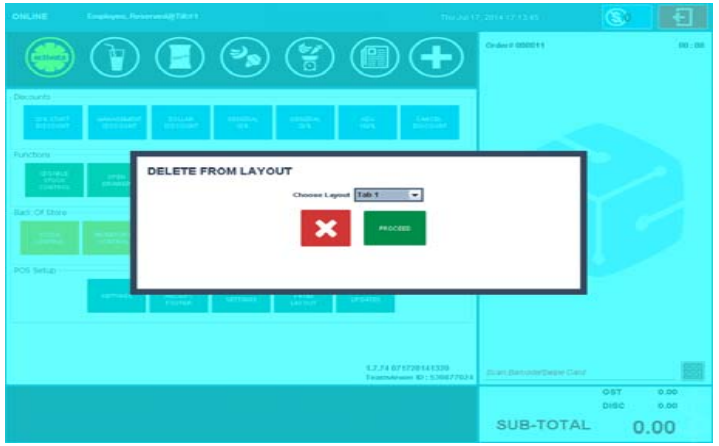


DELETE FROM LAYOUT

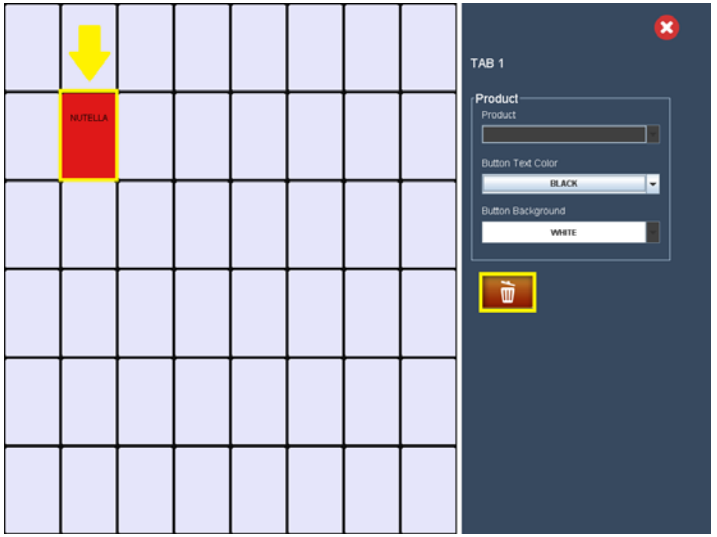
To delete hotkeys from layout, access the Manager Layer, press the **DELETE FROM LAYOUT** button as highlighted in yellow.



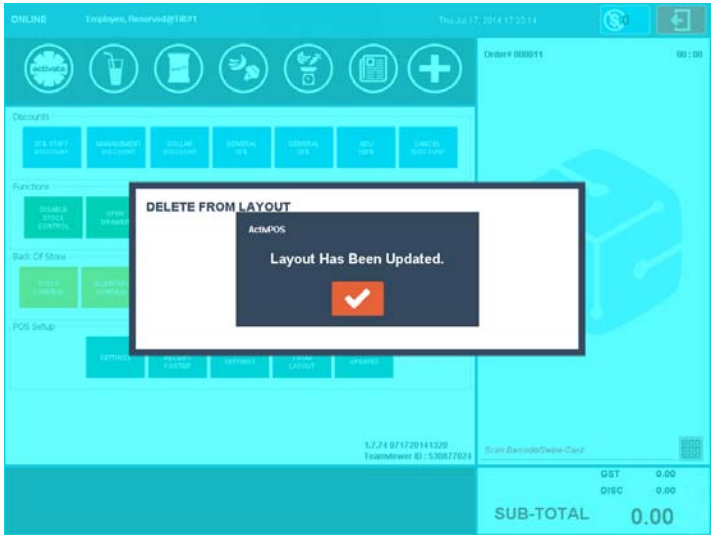
Choose the Layout Tab from which the hotkey is located. Press the Proceed button to continue to layout screen. Otherwise, press button to cancel.



Press the hotkey then the delete button as highlighted in yellow.

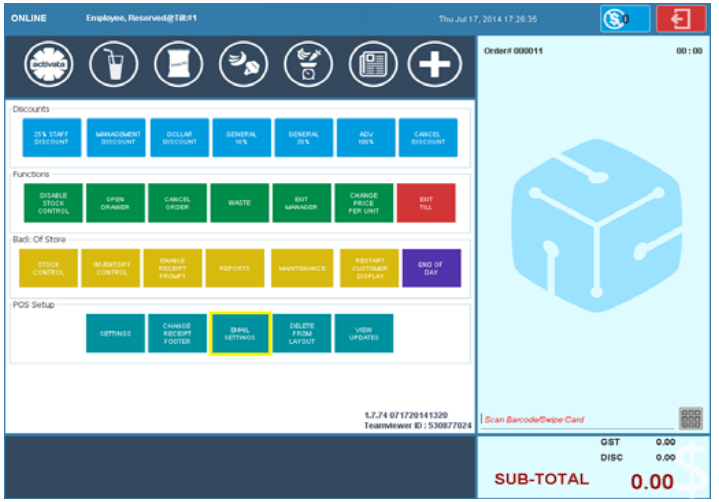


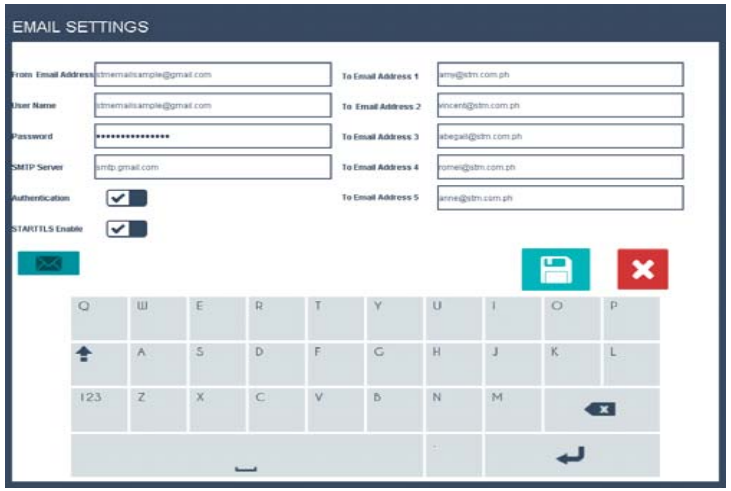
A confirmation message will be displayed as shown below.



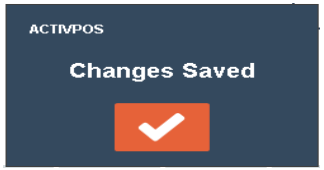
EMAIL SETTINGS

To check email settings, access the Manager Layer, and press the **EMAIL SETTINGS** button as highlighted in yellow.



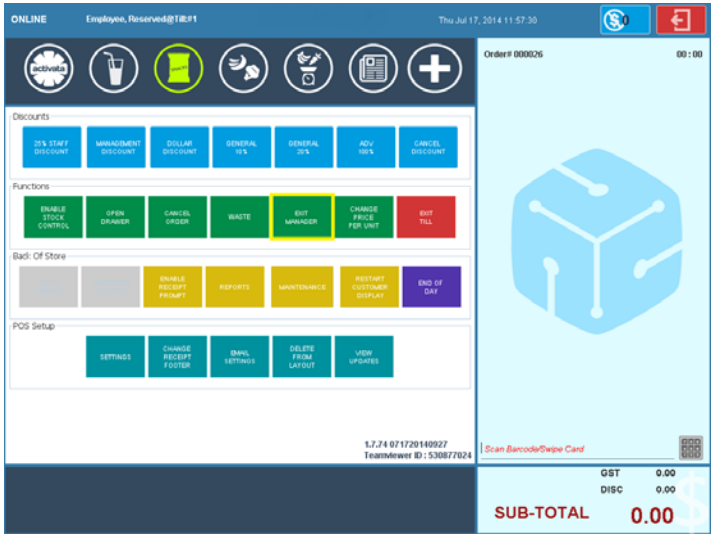


A confirmation message will be displayed as shown below.



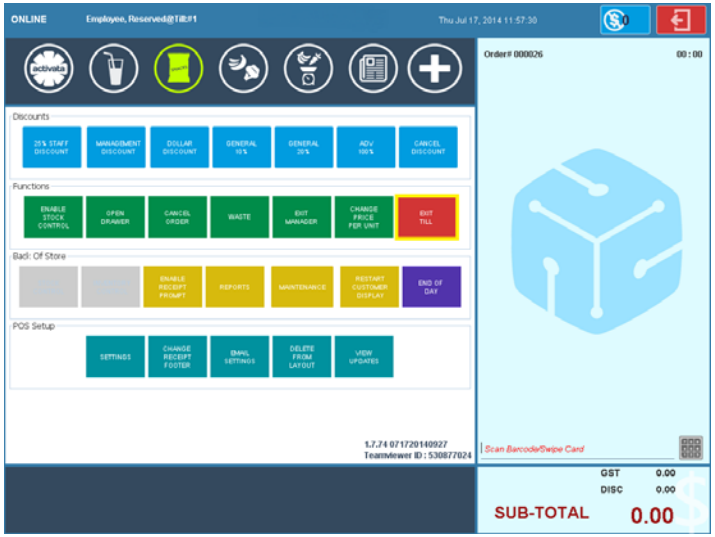
EXIT FROM MANAGER LAYER

To exit from Manager Layer, press the **EXIT MANAGER** button as highlighted in **yellow**.

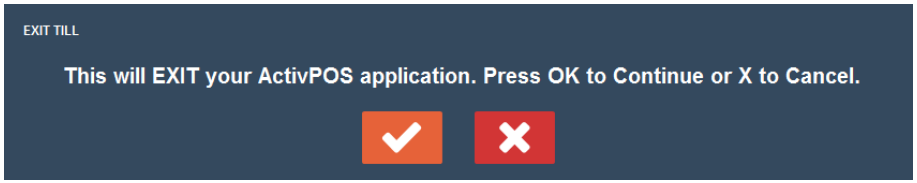


EXIT FROM TILL

To exit from till (terminate POS session), press the **EXIT TILL** button as highlighted in **yellow**.



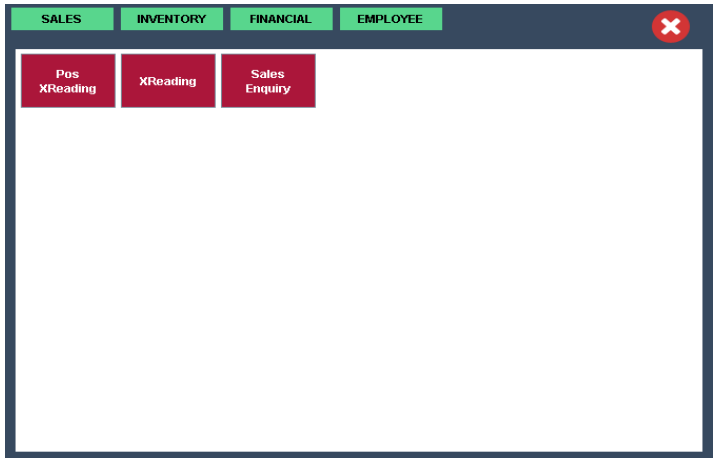
A confirmation message will be displayed as shown below.

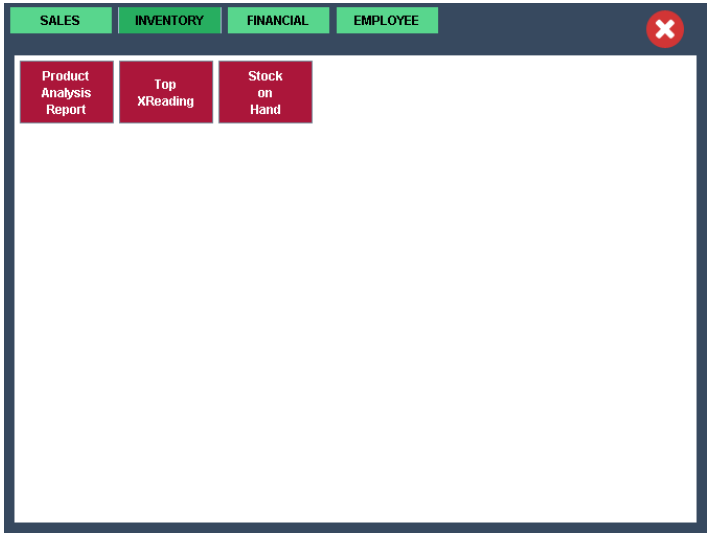


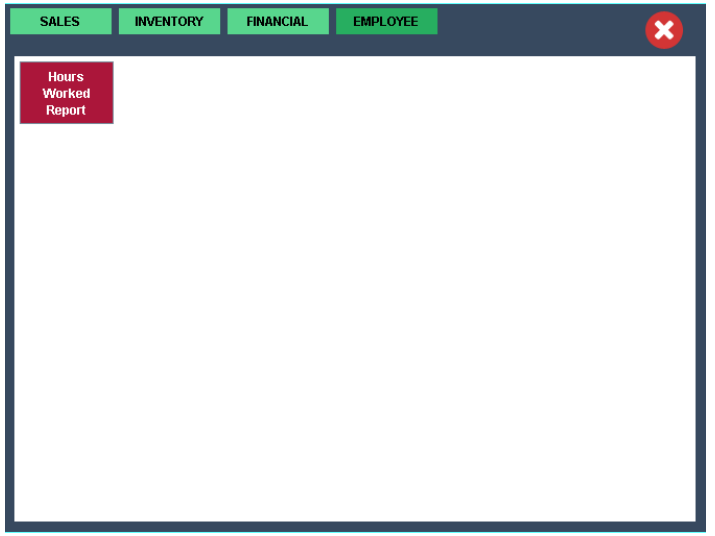
REPORTS

To view reports, access the Manager Layer then press the **REPORTS** button as highlighted in **yellow**.

Press a category (e.g. **SALES, INVENTORY, FINANCIAL** or **EMPLOYEE**) then a report (e.g. **POS X Reading, Sales Enquiry, Product Analysis**).

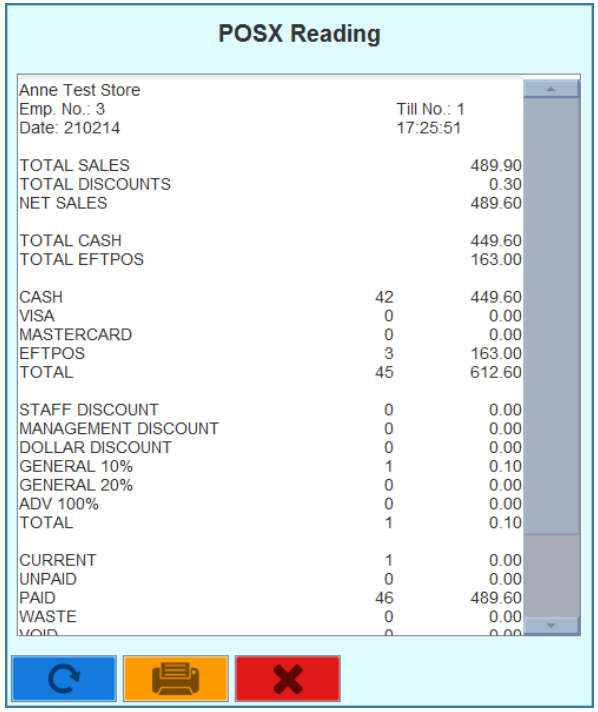






The following are sample reports:

POS X READING

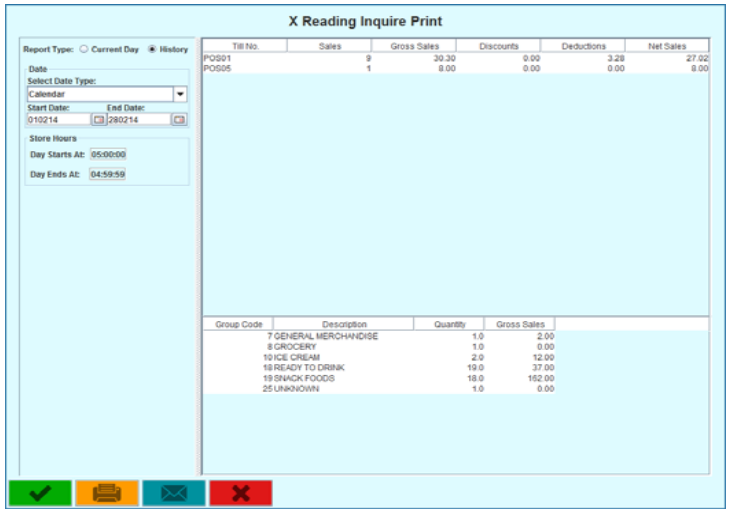


POSX Reading

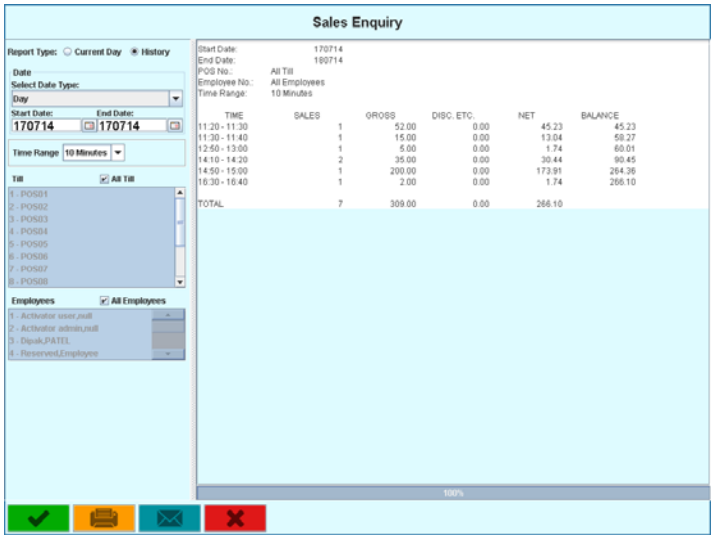
Anne Test Store
Emp. No.: 3 Till No.: 1
Date: 210214 17:25:51

TOTAL SALES		489.90
TOTAL DISCOUNTS		0.30
NET SALES		489.60
TOTAL CASH		449.60
TOTAL EFTPOS		163.00
CASH	42	449.60
VISA	0	0.00
MASTERCARD	0	0.00
EFTPOS	3	163.00
TOTAL	45	612.60
STAFF DISCOUNT	0	0.00
MANAGEMENT DISCOUNT	0	0.00
DOLLAR DISCOUNT	0	0.00
GENERAL 10%	1	0.10
GENERAL 20%	0	0.00
ADV 100%	0	0.00
TOTAL	1	0.10
CURRENT	1	0.00
UNPAID	0	0.00
PAID	46	489.60
WASTE	0	0.00
VOID	0	0.00

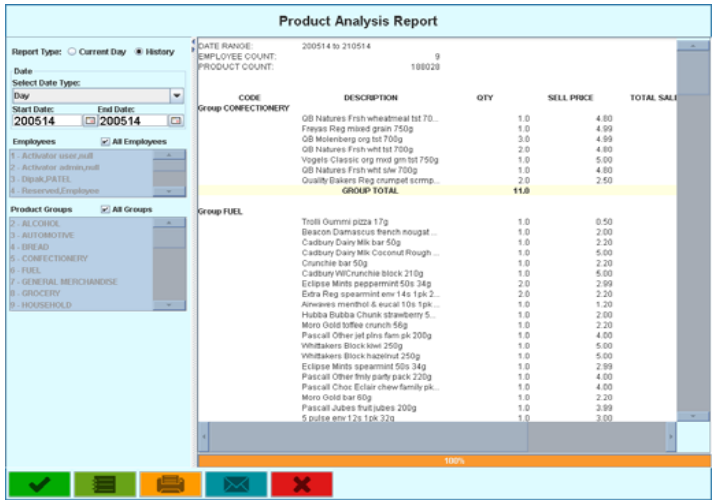
X READING


X Reading Inquire Print
Report Type: Current Day History
Date
Select Date Type:
Calendar
Start Date: 010214
End Date: 280214
Store Hours
Day Starts At: 05:00:00
Day Ends At: 04:59:59
Till No. Sales Gross Sales Discounts Deductions Net Sales
POS01 9 30.30 0.00 3.28 27.02
POS05 1 8.00 0.00 0.00 8.00
Group Code Description Quantity Gross Sales
7 GENERAL MERCHANDISE 1.0 2.00
8 GROCERY 1.0 0.00
10 ICE CREAM 2.0 12.00
18 READY TO DRINK 19.0 37.00
19 SNACK FOODS 18.0 162.00
25 UNKNOWN 1.0 0.00

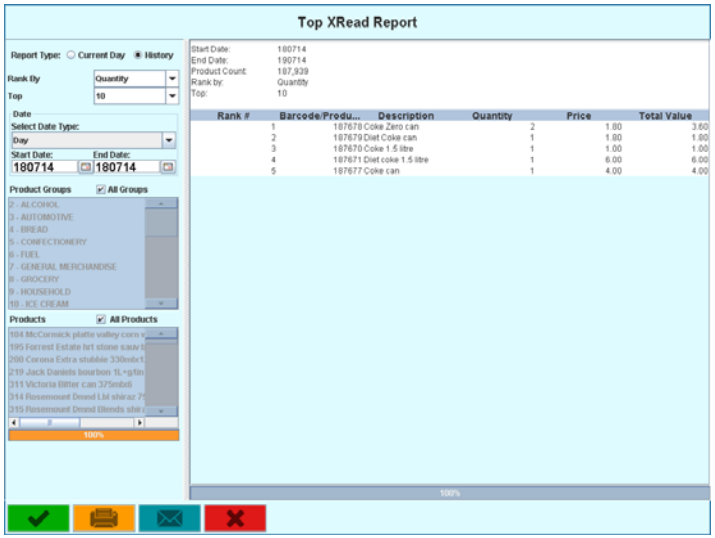
SALES ENQUIRY


Sales Enquiry
Report Type: Current Day History
Date
Select Date Type:
Day
Start Date: 170714
End Date: 170714
Time Range: 10 Minutes
Till
All Till
Employees
All Employees
Start Date: 170714
End Date: 180714
POS No.: All Till
Employee No.: All Employees
Time Range: 10 Minutes
TIME SALES GROSS DISC. ETC. NET BALANCE
11:20 - 11:30 1 52.00 0.00 45.23 45.23
11:30 - 11:40 1 15.00 0.00 13.04 58.27
12:50 - 13:00 1 5.00 0.00 1.74 60.01
14:10 - 14:20 2 35.00 0.00 30.44 90.45
14:50 - 15:00 1 200.00 0.00 173.91 264.36
16:30 - 16:40 1 2.00 0.00 1.74 266.10
TOTAL 7 309.00 0.00 266.10

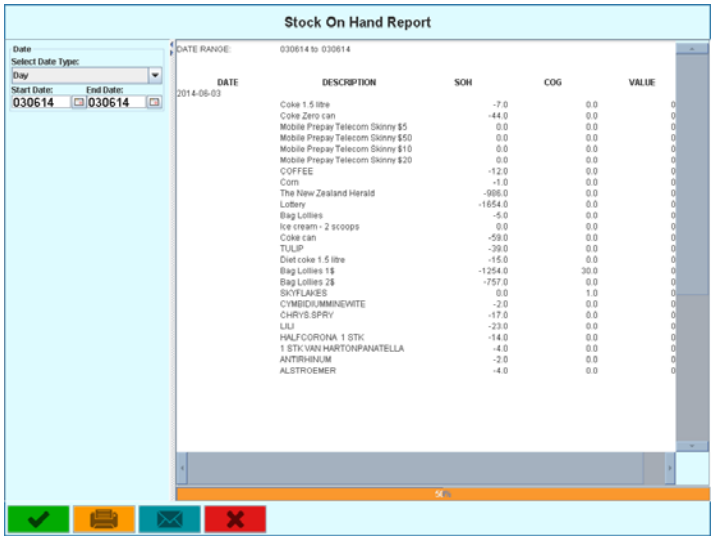
PRODUCT ANALYSIS



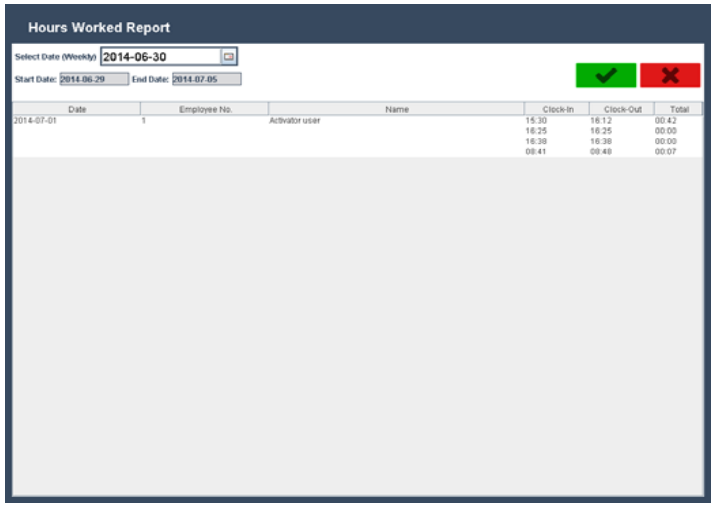
TOP X READ



STOCK ON HAND

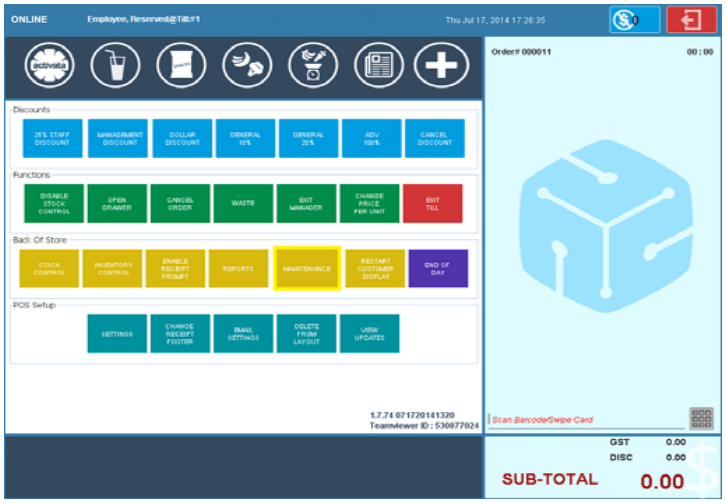


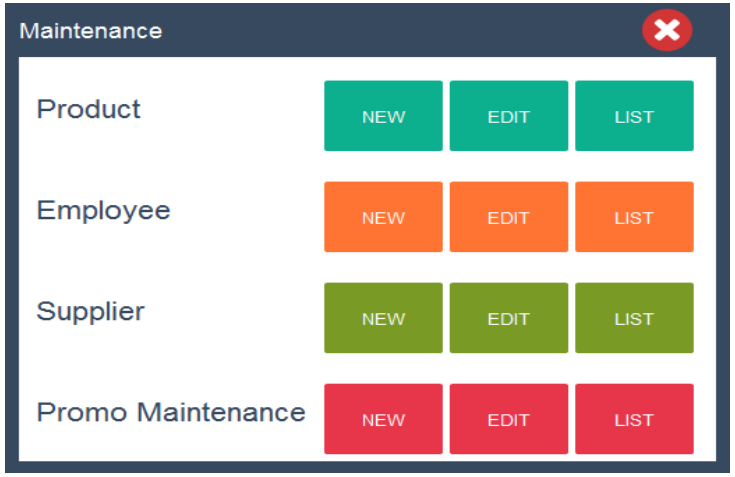
HOURS WORKED



MAINTENANCE

To add, edit or view records (products, employees, suppliers and promo items), access the Manager Layer then press the MAINTENANCE button as highlighted in yellow.

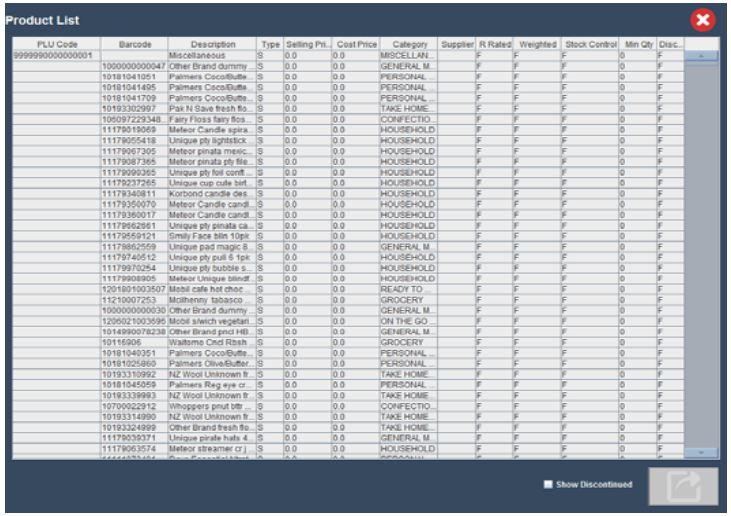




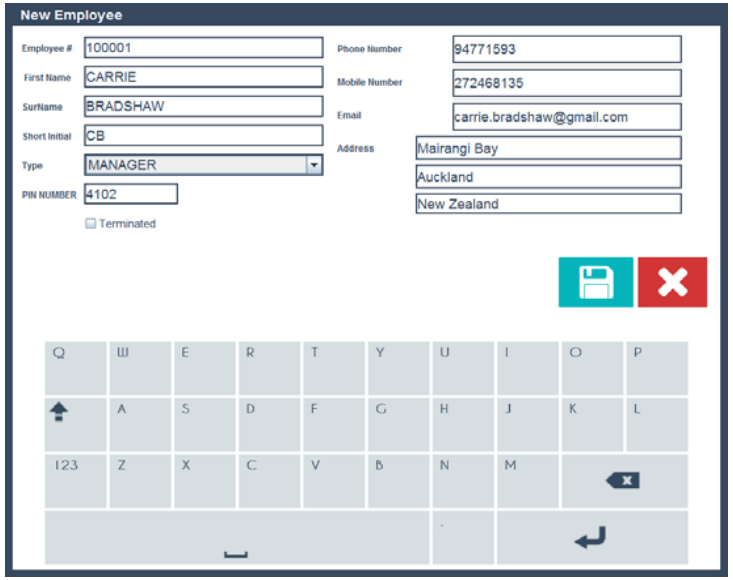
NEW PRODUCT

EDIT PRODUCT

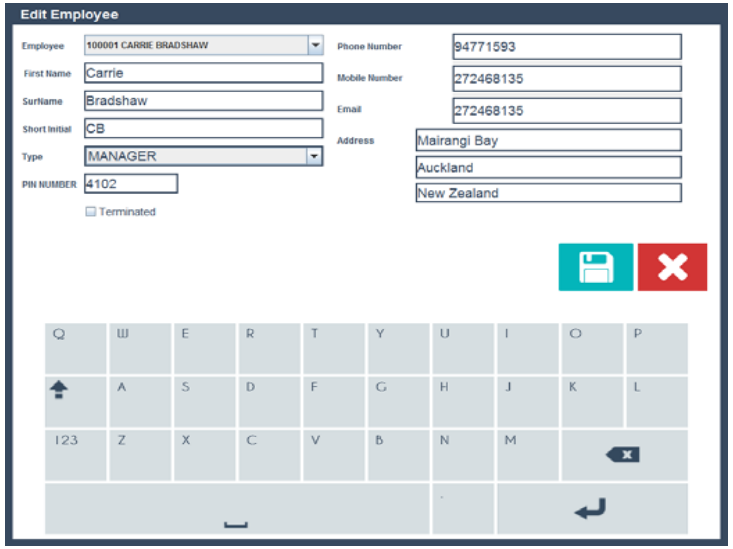
PRODUCT LIST



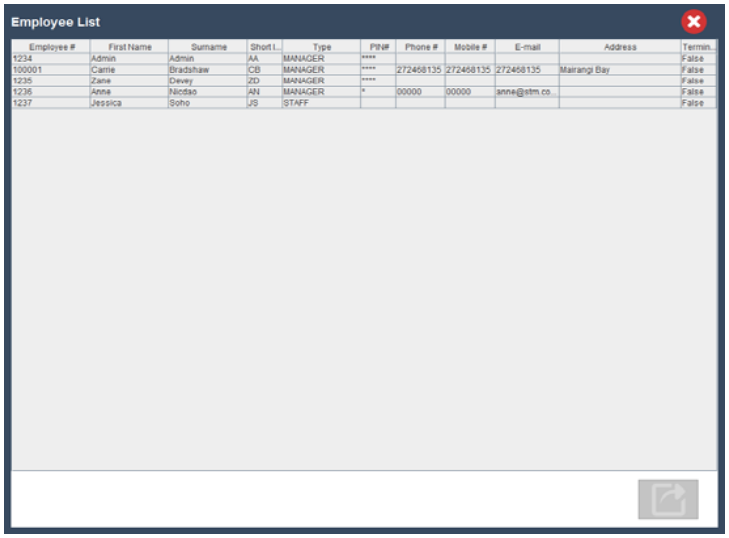
NEW EMPLOYEE



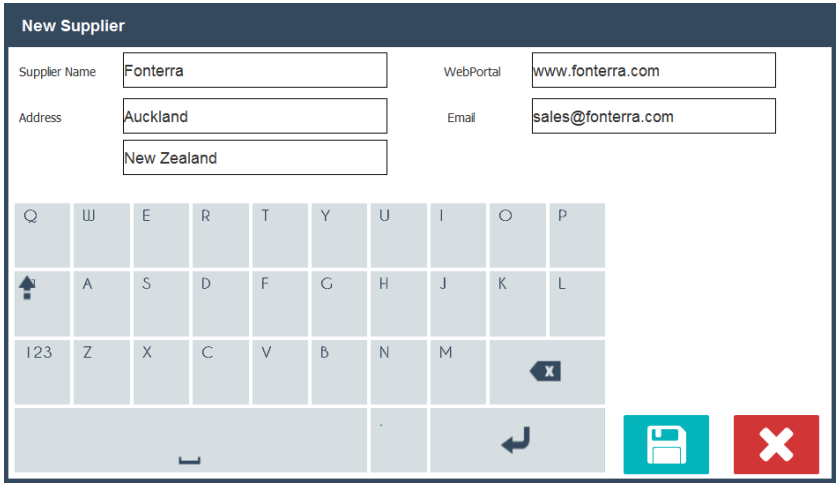
EDIT EMPLOYEE



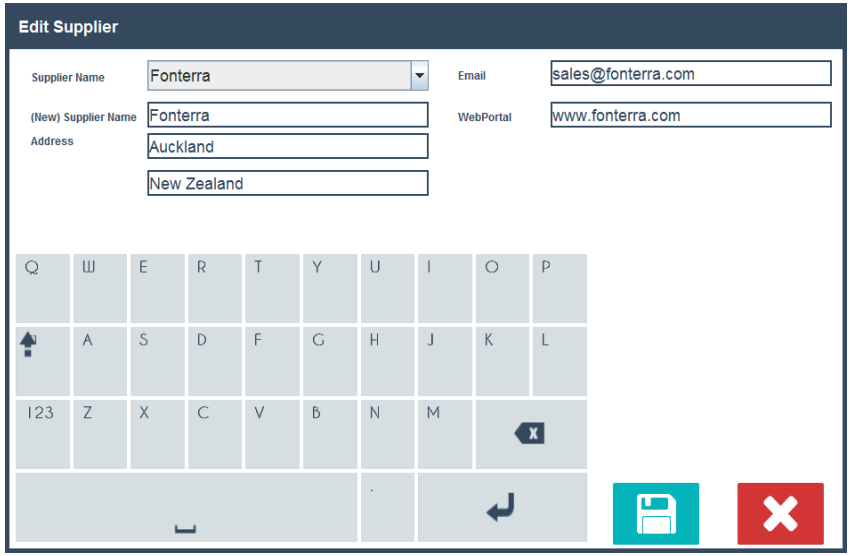
EMPLOYEE LIST



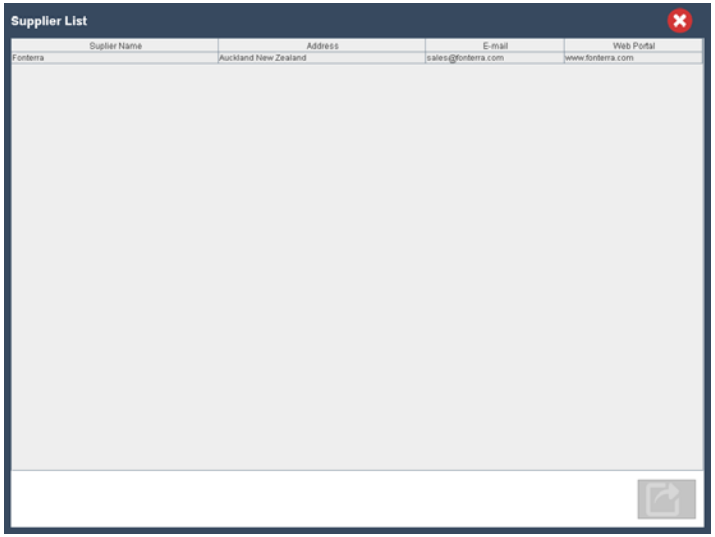
NEW SUPPLIER



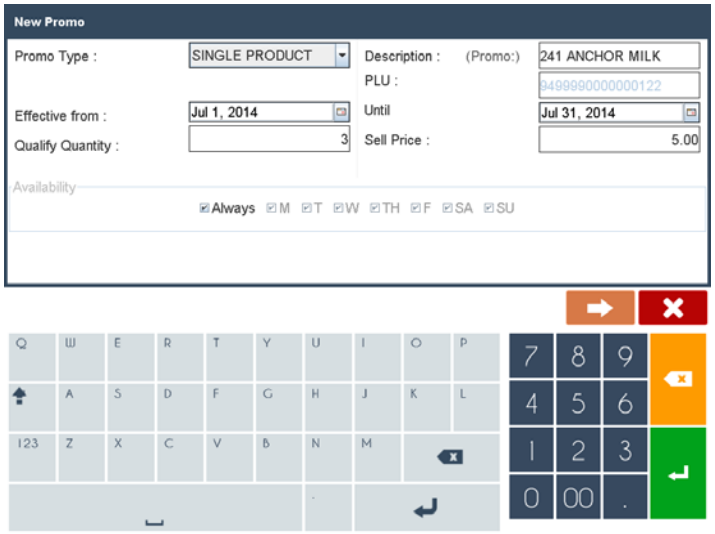
EDIT SUPPLIER



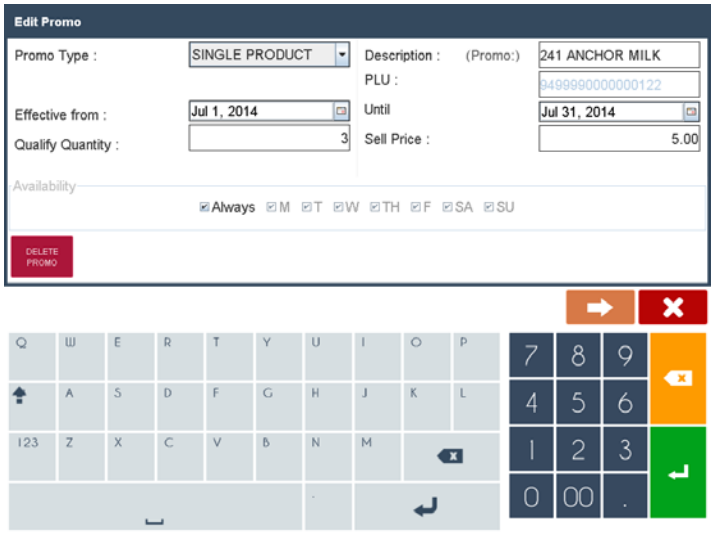
SUPPLIER LIST



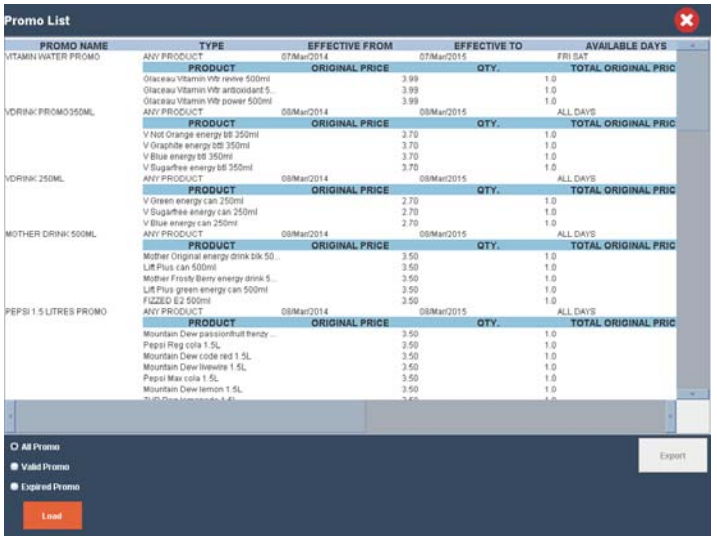
NEW PROMO



EDIT PROMO

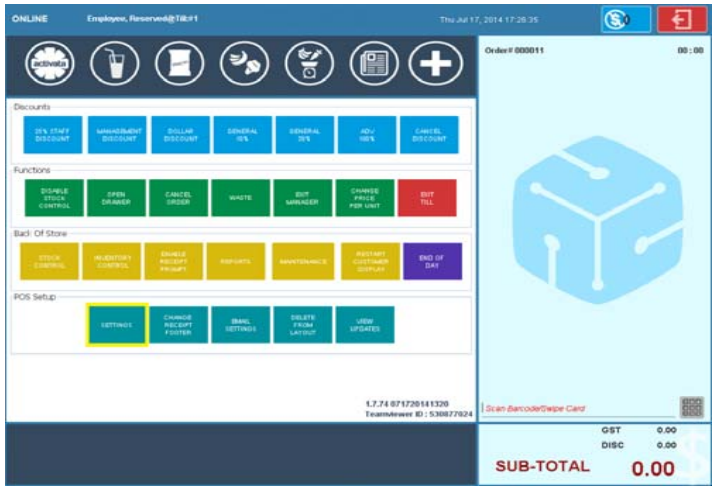


PROMO LIST



SETTINGS

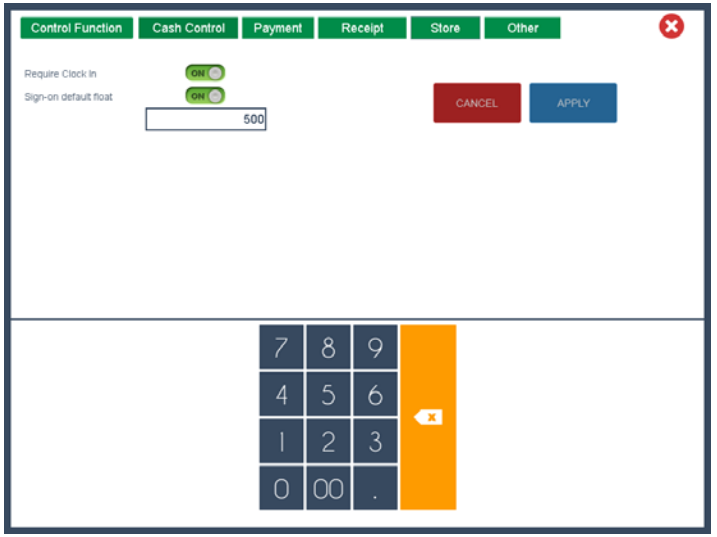
To adjust POS settings, access the Manager Layer then press the **SETTINGS** button as highlighted in **yellow**.



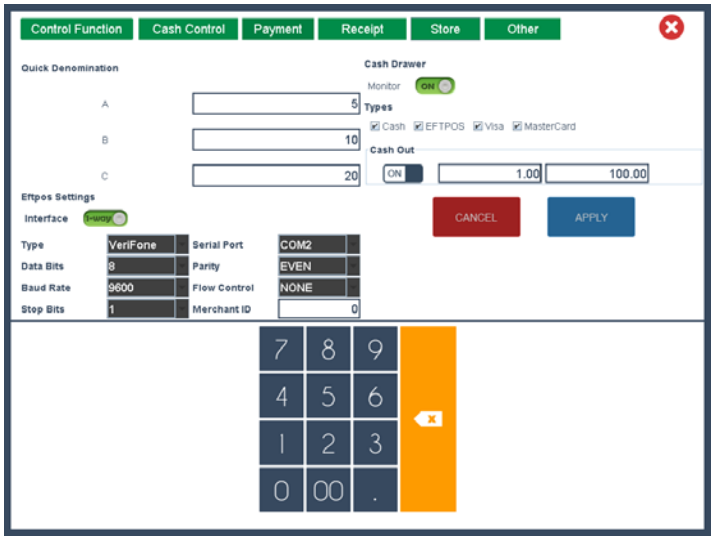
Enter username and password then press **LOGIN** button.

CONTROL FUNCTION

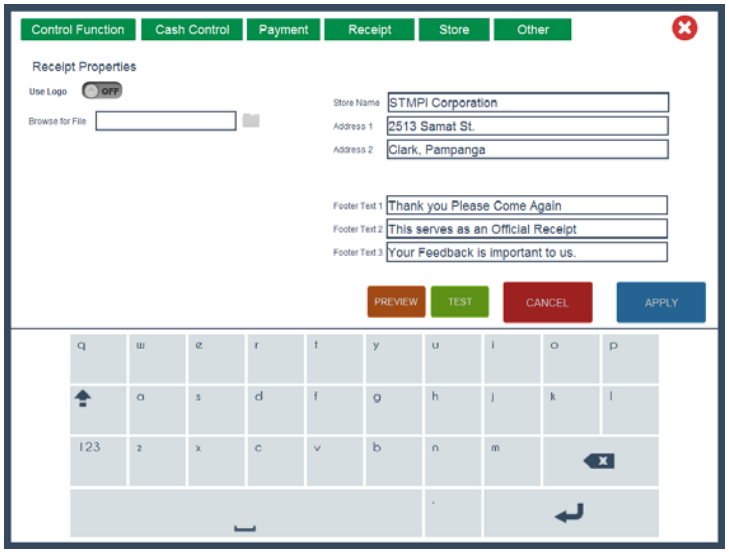
CASH CONTROL



PAYMENT



RECEIPT

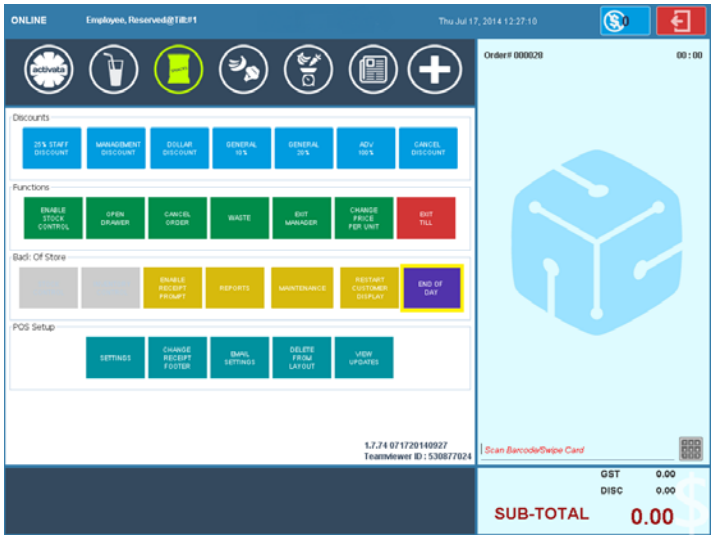


STORE

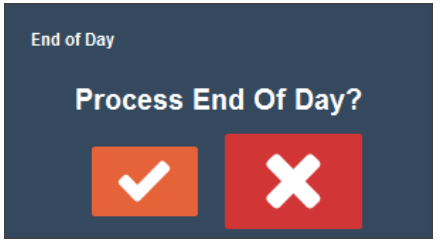
OTHERS

END OF DAY (EOD)

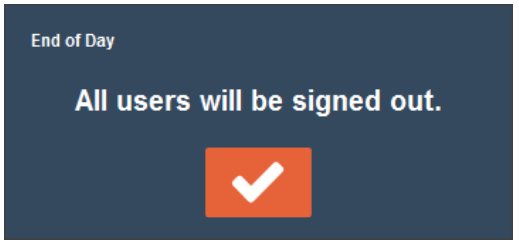
To process End of Day (EOD) and finalize store trading day, access the Manager Layer then press the END OF DAY button as highlighted in yellow.

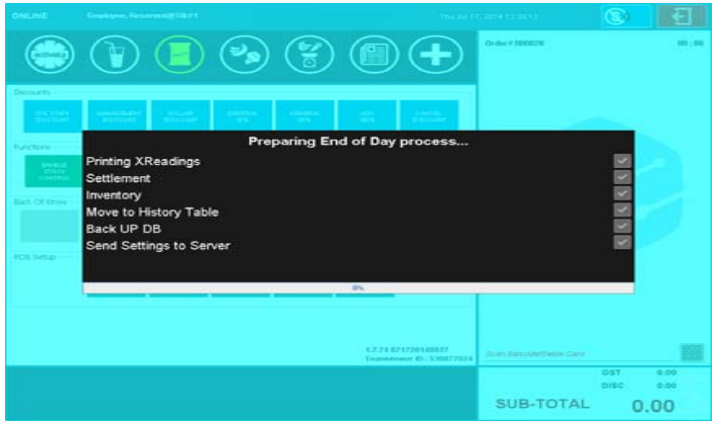


Press the button to proceed. Otherwise, press button to cancel.



Press the button to proceed.





Press DONE button after EOD.